

Job Title: FINANCIAL ADMINISTRATOR

1

<p>5. Effective project management skills</p> <p>6. Proficiency in problem solving and effective communication skills</p> <p>7. Effective time management skills including the ability to multi task and meet deadlines</p> <p>8. Self-motivated, punctual, reliable, and able to maintain confidentiality</p> <p>9. Excellent attention to detail, with demonstrable organisational and administrative experience</p> <p>10.IT skills commensurate with the responsibilities of the post</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	
<p>Experience</p> <p>1. Minimum 3 years' experience in a relevant field</p> <p>2. Experience and understanding of budget setting, monitoring processes and controls and financial management reports</p> <p>3. Understanding of local government processes and procedures</p> <p>4. Experience of working in a political environment</p> <p>5. Experience of working with and proficiency with RBS Omega financial software for local authorities and Sage payroll software</p> <p>6. Relevant experience of working in the public sector</p>	<p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>

<p>Additional Requirements</p> <ol style="list-style-type: none"> 1. A team player with a flexible approach to work including ability to work outside normal hours/days if/when required e.g. duties appertaining to attendance at occasional evening meetings or Council led events. 2. A commitment to undertake training & professional development. 	<p>√</p> <p>√</p>	
--	-------------------	--