TAVISTOCK TOWN COUNCIL



Job Title: FINANCIAL ADMINISTRATOR

QUALIFICATIONS/ KNOWLEDGE & SKILLS/EXPERIENCE	ESSENTIAL	DESIRABLE
Qualifications		
Recognised accountancy or bookkeeping qualification at AAT Level 3 or equivalent (or a requirement to attain within 2 years of appointment)	V	
5 GCSE's at Grades A-C including English & Mathematics or equivalent	V	
Relevant degree or equivalent qualification		V
Knowledge and Skills		
Excellent numeracy and literacy skills	V	
 High level of knowledge of bookkeeping principles and practice and proficiency in the use of related software packages and spreadsheets 	V	
Working knowledge of the operation of payroll and pension systems	V	
4. Good workload management skills.	V	
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management skills 6. Proficiency in problem solving and effective communication skills 7. Effective time management skills including the ability to multi task and meet deadlines 8. Self-motivated, punctual, reliable, and able to maintain confidentiality 9. Excellent attention to detail, with demonstrable organisational and administrative experience 10.1T skills commensurate with the responsibilities of the post Experience 1. Minimum 3 years' experience in a relevant field 2. Experience and understanding of budget setting, monitoring processes and controls and financial management reports 3. Understanding of local government processes and procedures 4. Experience of working in a political environment 5. Experience of working with			
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political environment 5. Experience of working with	government processes	and	V
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Omega financial software for local authorities and Sage payroll software	and proficiency with RI Omega financial softwa for local authorities an	3S are	V
6. Relevant experience of working in the public sector			V

Additional Requirements		
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	V	
events.		
	V	
A commitment to undertake training & professional development.		