

TAVISTOCK TOWN COUNCIL



PERSON SPECIFICATION

Job Title: FINANCIAL ADMINISTRATOR

QUALIFICATIONS/ KNOWLEDGE & SKILLS/EXPERIENCE	ESSENTIAL	DESIRABLE
Qualifications 1. Recognised accountancy or bookkeeping qualification at AAT Level 3 or equivalent (or a requirement to attain within 2 years of appointment) 2. 5 GCSE's at Grades A-C including English & Mathematics or equivalent 3. Relevant degree or equivalent qualification	 √ √	 √
Knowledge and Skills 1. Excellent numeracy and literacy skills 2. High level of knowledge of bookkeeping principles and practice and proficiency in the use of related software packages and spreadsheets 3. Working knowledge of the operation of payroll and pension systems 4. Good workload management skills.	 √ √ √ √ √	

5. Effective project 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.IT 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 and proficiency with RBS Omega financial software for local authorities and Sage payroll software 6. Relevant experience of working in the public sector	√ √	√ √ √ √

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 events. 2. A commitment to undertake training & professional development.	√ √	
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