

Financial Services		
Person Specification		
Temporary Part Time Finance Assistant-Level 1		
Post number: TBC	Post grade: LS 16	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of working within a financial services environment.</p> <p>Experience of dealing with third parties via the telephone and in person.</p>	Experience of working in a local government environment
QUALIFICATIONS	5 GCSEs including Maths and English (Grade A*-C) or a relevant Level 2 qualification	
SPECIALIST KNOWLEDGE/ SKILLS	<p>Ability to present a positive image of the Council</p> <p>Ability to communicate clearly and accurately both in writing and verbally.</p> <p>Good level of numeracy and literacy skills.</p> <p>Demonstrable- Practical and pro-active approach to problem solving</p> <p>Ability to prioritise and organise own workload and to work on own initiative</p>	Awareness of current national and local issues relating to local government.
IT SKILLS	Use of excel, word and other Microsoft systems in an office environment.	<p>Experience of the E-Financials system.</p> <p>Ability to utilise a range of systems to analyse and</p>

OFFICIAL

	Experience of automated financial systems in a large, multi-functional organisation.	manipulate data to produce financial information
PERSONAL CHARACTERISTICS	<p>Reliable, with a flexible approach to work duties.</p> <p>Ability to work positively with others as part of a team</p> <p>Ability to work accurately, with attention to detail</p> <p>Practical and pro-active approach to problem solving</p> <p>Ability to meet deadlines, performance targets & complete tasks</p> <p>Well organised, motivated and enthusiastic</p> <p>Ability to deal with difficult situations in a diplomatic manner</p>	
PHYSICAL REQUIREMENTS		
SPECIAL WORKING CONDITIONS	The Council operates remote working in accordance with business need	
<p>*Reasonable adjustments will be made in line with the Equality Act 2010</p> <p>Approved by: Emma Galloway</p> <p>Designation:</p> <p>Date: July 2025</p>		