



PERSON SPECIFICATION: Financial Technician

Essential	Desirable	Assess by
Knowledge and Qualifications		
Level 3 NVQ, GCSEs 4-9 or A*- C including English and Maths, or a BTEC National in a relevant field, or equivalent	An awareness of the range of services delivered by the Councils	Application/ Interview
Experience	Councils	Interview
Produce consistently accurate work, such as inputting and processing data	Work experience within a financial environment	Application/
Demonstrate a keen attention to detail, being vigilant to spot and report errors where they occur	Processing transactions of payments, income and invoices	Interview
Complete tasks in a timely manner	Using IT applications such as finance, council tax and	
Prioritise to achieve timetables and deadlines	business rates or cash receipting systems	
Comfortable using Microsoft Excel		
Skills and competencies		
Strong numeracy and literacy aptitude Able and willing to develop new skills through work-based experience Customers at the heart of delivering council services	Willingness to take ownership to find a resolution to issues as they arise A desire or ambition to undertake study in finance such	Application/ Interview
Reliable, trustworthy and able to work confidentially	as the Association of Accounting Technicians (AAT) qualification level 2, 3 or 4	
Physical, mental and emotional demands		
Have a positive attitude at work and create a positive atmosphere Contribute effectively to the team	Experience of building working relationships with other stakeholders	Application/ Interview

All applicants with a disability who meet the minimum requirements for the role will be given an interview and will be considered on their abilities.

We can only accept applications from candidates who are permitted to work within the UK, or from those who have a valid work permit