

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		
Produce consistently accurate work, such as inputting and processing data Demonstrate a keen attention to detail, being vigilant to spot and report errors where they occur Complete tasks in a timely manner Prioritise to achieve timetables and deadlines Comfortable using Microsoft Excel	Work experience within a financial environment Processing transactions of payments, income and invoices Using IT applications such as finance, council tax and business rates or cash receipting systems	Application/ Interview
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 Reliable, trustworthy and able to work confidentially	Willingness to take ownership to find a resolution to issues as they arise A desire or ambition to undertake study in finance such as the Association of Accounting Technicians (AAT) qualification level 2, 3 or 4	Application/ Interview
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