

Grange-over-Sands Town Council

Person Specification

Role: Finance Administrator

Competency	Essential	Desirable
Education, Professional Qualifications, Training	Good working knowledge of SAGE 50. Strong numeracy skills, demonstrable either through experience or qualification (level 2, GCSE grade 4 or C or above or equivalent). Competent in MS Word and MS Excel and in using online banking.	Bookkeeping qualifications. AAT Accounting qualified.
Abilities: Practical and Intellectual skills	Competent in bookkeeping and financial administration. Able to comprehend and implement the Council's Financial Regulations and appreciate the importance of compliance. Ability to communicate effectively in writing and speech with people at all levels. Excellent organisational skills. Ability to respect and enforce confidentiality.	Handling and complying with audit processes. Commercial acumen.

Experience	<p>Experience in a finance role.</p>	<p>Experience in finance in a similar environment.</p> <p>Confident in dealing with the public.</p>
Key Qualities	<p>Ability to work under pressure and complete within regular scheduled deadlines.</p> <p>Ability to plan and prioritise work and manage workload and time.</p> <p>Self-motivated, able to work alone on own initiative and as effective team player.</p> <p>Willingness to undertake training and open to personal development.</p> <p>Flexible and committed to the delivery of the Council's services and to serving the electorate.</p> <p>Conscientious.</p> <p>Aware of importance of consistently paying attention to detail.</p> <p>Have a resourceful and responsible approach to work.</p> <p>Self-aware.</p>	