



## South Tyneside Council

### BUSINESS AND RESOURCES

#### PERSON SPECIFICATION

**POST TITLE:** Finance Officer

**GRADE:** Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"><li>• 5 GCSE's or equivalent including Grade C or above in English and Maths or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Qualified Accounting Technician or equivalent level of experience in local government finance</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Certificates</li></ul>
<b>Work Experience</b>	<ul style="list-style-type: none"><li>• Experience of financial work in a large or complex organisation</li><li>• Experience of working with computer systems</li><li>• Experience of working in windows based office systems especially Excel, Outlook and Word</li></ul>	<ul style="list-style-type: none"><li>• Experience of working within a local authority finance environment</li><li>• Experience of working within a pension's environment</li><li>• Administrative work within an office environment</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li><li>• References</li><li>• Presentation</li></ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"><li>• Good IT skills</li><li>• Good analytical skills</li><li>• Able to understand financial statements</li><li>• Able to communicate both orally and in writing</li><li>• Familiar with e-mail and the internet</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of Oracle E Business Suite</li><li>• Advanced knowledge of using Microsoft office</li></ul>	<ul style="list-style-type: none"><li>• Interview</li><li>• References</li><li>• Presentation</li></ul>
<b>Disposition</b>	<ul style="list-style-type: none"><li>• Highly motivated, adaptable and resourceful</li><li>• Able to work as part of a team</li><li>• Able to work to tight deadlines and competing priorities to a high level of accuracy</li><li>• Flexible approach to work</li><li>• Committed to the principles of equality and diversity</li></ul>		<ul style="list-style-type: none"><li>• Interview</li><li>• References</li></ul>

<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Willing to work hard to achieve the aims of the Pensions Service</li> <li>• Dedicated to providing a high-quality pensions service</li> <li>• Baseline security clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Full current driving licence or access to means of mobility support</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Basic check</li> </ul>
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