

PERSON SPECIFICATION: Finance and Administration Officer

POST REFERENCE: 107590

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.

REQUIREMENTS	ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)	DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)
- Educational/vocational/ occupational qualifications and/or training - Specific qualifications (or equivalents)	• Minimum qualification in Maths and English at Grade C GCSE or equivalent (F) • NVQ2 in Business Administration or equivalent (F)	
- Work or other relevant experience	• Experience of working within externally funded projects (F)(I) • Ability to provide management information, reports and financial claims/process payments (F) (I)	

	• Experience of working with partner organisations (F) (I) • Experience of auditing financial claims/payments (F) (I) • Experience of preparing budget/financial management information (F) (I) • Ability to work to instruction (F) (I)	
ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)		
REQUIREMENTS	ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)	DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)
- Skills, Abilities, Knowledge and Competencies	• Ability to effectively communicate, verbally and in writing (F) (I) • Experience of compiling and manipulating spreadsheets and databases (F) (I) • Experience of using software packages such as Word, Access and Excel (F) • Ability to work under pressure and meet deadlines (F) (I) • Experience of preparing financial information/reports (F) (I)	
- General Competencies	• Good ICT skills (F) (I) • Ability to work to tight deadlines (F) (I) • Ability to work on own initiative (F)(I) • Good problem solving skills (F)(I) • Ability to travel independently (F) (I)	• Experience of working as part of a team (F) (I)
ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)		

On-going Training Requirements

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

Mandatory/Essential Training	Frequency
• Safeguarding • Prevent • Equality & Diversity • Information Governance	• Annual • Annual • Annual • Annual

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council's Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.

Date: November 2021