**EXETER CITY COUNCIL**

**PERSON SPECIFICATION**

**FINANCE**

**FINANCE TECHNICIAN – 2459**

|  |  |  |
| --- | --- | --- |
| **SELECTION CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS**  AAT Qualified  2 years experience in accountancy environment |  |  |
| **EXPERIENCE/KNOWLEDGE SKILLS**  Familiar with using Excel spreadsheets  Clerical experience  Local Government Finance  Experience of computerised financial systems |    |    |
| **SPECIAL REQUIREMENTS/ATTITUDE**  Reliable  Adaptable  Accurate  Capable of using own initiative  Team Worker |          |  |
| **OTHER**  Good communication skills (written / oral )  Good time management skills  Good problem solving and evaluation skills |      |  |

**COMPLETED BY: Chief Finance Officer**

**DATE: June 2018**