**EXETER CITY COUNCIL**

**PERSON SPECIFICATION**

**FINANCE**

**FINANCE TECHNICIAN – 2459**

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| --- | --- | --- |
| **SELECTION CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS**AAT Qualified2 years experience in accountancy environment |  |  |
| **EXPERIENCE/KNOWLEDGE SKILLS**Familiar with using Excel spreadsheetsClerical experienceLocal Government FinanceExperience of computerised financial systems |  |  |
| **SPECIAL REQUIREMENTS/ATTITUDE**ReliableAdaptableAccurateCapable of using own initiativeTeam Worker |  |  |
| **OTHER**Good communication skills (written / oral )Good time management skillsGood problem solving and evaluation skills |  |  |

**COMPLETED BY: Chief Finance Officer**

**DATE: June 2018**