

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure.

JOB TITLE: FINANCE ASSISTANT

GRADE: 3

UNIT/SECTION: FINANCE

JOB REF: AAAE7102

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications		GCSE maths and English grade C or above, or equivalent	Application Form
Experience	Experience of using Oracle accounting system. Experience of using school MIS systems Experience of working in a financial environment	Experienced user of ICT including MS Excel and Word	Application Form Interview
Job Related Knowledge	Knowledge of Cheshire West and Chester financial procedures	Accurate handling and accounting of money Use of spreadsheets	
Skills and Aptitudes	Understanding of basic financial practices and regulations	Excellent numeracy skills Accuracy and attention to detail for data inputting Organised and methodical Good communications (Written and Oral) Excellent customer service Ability to prioritise and multi-task Team player with a sense of humour Flexible approach to work	Task
Other Requirements		Good record of attendance and time keeping	Reference

Cheshire West & Chester Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.