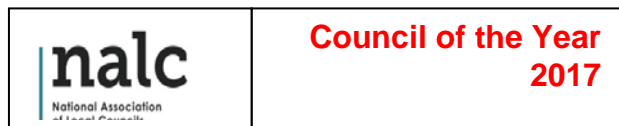




Person Specification – Senior Administrator

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are 'spent', in addition to any cautions and bindover orders received in the last 12 months ****

Criteria	Essential requirements	* M.O.A
Skills, knowledge, experience etc		
	Extensive experience in the application of all Microsoft Office programmes.	I & A
	Experience of working in Local Government.	I & A
	Extensive knowledge of the workings of the Town Council including Standing Orders, Financial Regulations, policies and procedures.	I & A
	Experience of positive engagement with residents, community groups, Town Council stakeholders and partners.	I & A
	Excellent communication skills, both orally and written.	I & A
	Experience in the management and operation of computerised financial accounting systems, including regular reconciliation, and reporting within accounting deadlines.	I & A
	Experience in the accurate completion of tasks within agreed timescales.	I & A
	Extensive experience of SAGE 200 accounting and payroll software.	I & A
	Experience in regulations relating to accounting, charging and digital submission to HMRC of for VAT returns.	I & A
	Extensive experience in the secretarial support of meetings, including accurate, contemporaneous minute-taking.	I & A
	Working knowledge of HR and Payroll administration including HM Customs and Excise and Local Government Pension Scheme regulations and requirements.	I & A
	Working knowledge of support in the production of the Town Council's annual accounts.	I & A
	Working knowledge of on line banking arrangements in a commercial sector.	I & A
	Experience of the stock and financial control of bar operations and the ability to produce stock reports accurately reflecting profit / loss.	I & A





Qualifications		
<i>Optima Petimus</i>	Level 3 or equivalent qualification in Literacy and Numeracy.	C
	Appropriate Customer Service qualification.	C
	ECDL or similar equivalent IT qualification.	C
Health and safety		
	The ability to use equipment as instructed and trained.	I & A
	The ability to inform management of any health and safety issues which could place individuals in danger.	I & A
	The ability to manually handle and lift safely.	I & A
Personal attributes and circumstances		
	Pleasant, courteous and respectful personality.	I
	Resourceful, proactive and decisive, open, honest and trustworthy.	I
	Demonstrate a flexible, motivated and pro-active approach to service delivery.	I
	Willingness to work unsocial hours.	I

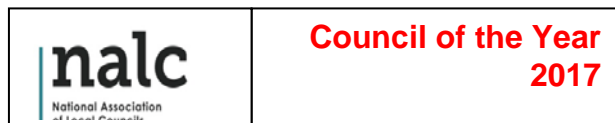
***Method of assessment (*M.O.A)**

A = Application form: **I** = Interview : **C**= Certificate

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

Authorised by the Town Council at its meeting on 17th February 2019

George MacKenzie
Town Manager



Halewood



Optima Petimus

