

Person Specification

Job Title	Exchequer Services Assistant	Team	Exchequer Services
Salary Grade	Grade 5	Directorate	Finance
Job Evaluation Reference No	A43		

	Qualifications & Training	Essential	Desirable	Assessment
	Mathematics & English qualifications i.e. G.C.S.E.	✓		P D
	Finance related qualification.		✓	P D
	Experience	Essential	Desirable	Assessment
	Proven ability to work accurately to tight deadlines.	✓		A & I
	Previous experience working in a similar environment.	✓		A & I
	Familiar with eFinancials Management Information System and Business Objects Report Writer.		✓	A & I
	Experience of budget monitoring within a cost centre environment.		✓	A & I
	Experience of working as part of a team within a financial environment.		✓	A & I
	Proven ability to work with minimum supervision.		✓	A & I
	Familiar with the Scanfile document management system.		✓	A & I
	Knowledge	Essential	Desirable	Assessment
	An understanding of accountancy related principles.		✓	A & I
	Knowledge of the Fire Authority's Contract Standing Orders and Financial Regulations.		✓	A & I
	Knowledge of the rules in relation to VAT.		✓	A & I
	Skills	Essential	Desirable	Assessment
	Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing with a wide range of people in a clear and accurate manner.	✓		A & I
	Good advisory and guidance skills.	✓		A & I
	Good judgment and analytical skills with regards to problem solving.	✓		A & I
	Ability to work to deadlines, which are occasionally subject to conflicting demands.	✓		A & I
	Highly organised with good time management skills.	✓		A & I
	A good team player.	✓		A & I

Competent at using Microsoft packages including Word and Excel.	✓		A & I
Ability to use a keyboard with both precision and speed.	✓		A & I

Key to assessment methods: A – Application form AC - Assessment Centre I - Interview PD - Produce Documentation
P – Presentation T- Test MF&RS - MF&RS will process enhanced CRB application upon offer of conditional employment.

Date person specification prepared / revised: March 2024

Prepared / revised by: J Dignam

