

Person Specification



Job Title	SENIOR FINANCIAL SYSTEMS OFFICER
Grade	SO2
Service/Section	FINANCIAL SYSTEMS/ FINANCIAL SYSTEMS TEAM
Directorate	Resources

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
An understanding of the supervision of staff, including the development of staff	D
Understanding of the key principals of reconciliation	E
An understanding of the Councils financial systems	E
An awareness of the financial procedures with respect to the systems used by the service.	D
Skills and Abilities	
The ability to operate a financial system or the Cash Processing Service, ensuring critical deadlines are met	E
The ability to effectively manage and prioritise your own workload.	E
Ability in writing, developing or maintaining complex reports using various SAP products such as Business Objects	E
Experience	
Extensive experience in the use of Financial Systems.	E
Equal Opportunities	

Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E