

## Person Specification



<b>Job Title</b>	Business Support Officer (Finance)
<b>Grade</b>	Scale 5
<b>Service/Section</b>	Street Services
<b>Directorate</b>	Communities, Environment and Central

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

Criteria	Essential/ Desirable
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>Knowledge of processes associated with income generating services.</li> </ul>	E
<ul style="list-style-type: none"> <li>Knowledge of the Councils Financial Regulations.</li> </ul>	D
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>Ability to take a flexible approach so that the full range of tasks can be completed within required timescales whilst managing competing demands and using own initiative.</li> </ul>	E
<ul style="list-style-type: none"> <li>Sound working knowledge of and ability to use IT systems and processes (i.e., Microsoft Outlook, Teams, Word, and Excel) including database management and the production of performance and cost related reports.</li> </ul>	E
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Excellent written, organisational and oral communication skills.</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience in coordinating an income portfolio including invoicing, contract generation and customer support.</li> </ul>	D
<ul style="list-style-type: none"> <li>Experience of using a Financial Management System (FMS) -such as Civica and other inhouse operational or environmental management systems to support the monitoring processing (Whitespace).</li> </ul>	D
<ul style="list-style-type: none"> <li>Understanding of and ability to maintain confidentiality and data protection in accordance with the council's information governance policies and procedures.</li> </ul>	E

Equal Opportunities	
<ul style="list-style-type: none"> <li>• Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.</li> <li>• Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.</li> </ul>	<p>E</p> <p>E</p>