

Person Specification

Job Title	Finance Officer Debt & Control
Grade	Scale 6
Service/Section	Revenues & Debt Service
Directorate	Resources

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

Criteria	Essential/ Desirable
Knowledge	
Knowledge and understanding of debt raising, debt recovery and/or account management	Essential
An awareness and good understanding of financial processes, procedures and regulations which relate to and underpin the work of the teams	Desirable
Clear understanding of Data Protection and the General Data Protection Regulations (GDPR) and how they should be applied in the workplace	Desirable
Skills and Abilities	
Ability to prioritise workloads, work accurately and meet deadlines, working at times with minimum supervision	Essential
To be able to communicate effectively with both internal and external contacts both orally and in writing	Essential
Knowledge and proven use of Microsoft Office products with the ability to use IT systems to enter and manipulate data accurately and quickly	Essential
Experience	
Experience of working in a Financial Transaction processing area	Essential
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and Staff Values with the ability to put into practice in the context of this post.	Essential