

PERSON SPECIFICATION – ADMINISTRATION AND FINANCE OFFICER (August 2025)

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications	Five GCSE's or equivalent (or GCE 'O' Level) passes at A, B or C grade, or CSE grade 1, two of which must be in GSCE English Language and Mathematics.	
Knowledge	Computer literacy including knowledge of Office365.	Knowledge of Government Accounting Procedures/Accounting Instructions/ General Orders and other Government Regulations.
Key Behaviours and Skills	<p>Have good communication skills, both verbal and written.</p> <p>Have good mathematical and analytical skills.</p> <p>Ability to plan and prioritise tasks and work under relative pressure to meet deadlines.</p> <p>Have good organisational skills.</p> <p>Able to work methodically, accurately and with attention to detail.</p> <p>Able to work well in a team environment, on own initiative and on occasions without close Supervision.</p> <p>Able to be discreet, professional and have a respectful manner at all times.</p> <p>Able to follow clearly defined work procedures.</p> <p>Willingness to take on responsibility and be discreet when dealing with confidential information.</p> <p>Possess logical thought of action.</p>	
Other Requirements		Ideally, applicants should hold a valid Class A and/or B driving licence although this is not essential.