



KIDDERMINSTER TOWN COUNCIL

PERSON SPECIFICATION

| Job Title: Finance and Contracts Administrator | |
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| CRITERIA | ESSENTIAL/ DESIRABLE |
| Education: <ul style="list-style-type: none"> • 5 or more GCSEs including English and Maths (grade 5 - 9 / A to C) or equivalent. • Finance based qualification. | <ul style="list-style-type: none"> • Essential • Desirable |
| Experience: <ul style="list-style-type: none"> • Previous experience using finance software • Familiarity with Contractor Agreements • Working effectively with external organisations/ partners • Working within a local Council environment | <ul style="list-style-type: none"> • Essential • Essential • Desirable • Desirable • Desirable |
| Knowledge: <ul style="list-style-type: none"> • Knowledge of legal requirements involved with contractor agreements • Familiarity with procedures such as purchase orders, invoices, VAT etc | <ul style="list-style-type: none"> • Essential • Essential |
| Skills: <ul style="list-style-type: none"> • Strong IT skills • Strong administration skills • Versatile • Excellent verbal and written communication • Keen attention to detail, with an ability to spot errors • Strong analytical and organisational skills • Ability to well work with internal staff as well as external organisations | <ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential |
| Other: <ul style="list-style-type: none"> • Hold a Full UK Driving licence • Have access to use of a vehicle | <ul style="list-style-type: none"> • Essential • Essential |