

TAVISTOCK TOWN COUNCIL



PERSON SPECIFICATION

**Job Title: Administrator (General Office and Financial)
Spinal Point Band 15 - 18**

EXPERIENCE/ACHIEVEMENTS	ESSENTIAL	DESIRABLE
Clerical/administration experience with a sound understanding and experience in general office systems and procedures	√	
Experience of working and dealing effectively with a wide range of colleagues/customers	√	
Ability and willingness to work as part of a team, and have a friendly approachable nature	√	
EDUCATION AND TRAINING		
5 GCSE/O Levels at Grades A-C including Maths and English	√	
KNOWLEDGE		
Experience of working with financial packages (i.e. Sage Payroll) and an aptitude for finance and accounting. If no direct experience then a willingness to learn	√ (willingness to learn if no previous experience)	√ (previous experience)
SKILLS AND EFFECTIVENESS		
Reliable, hard working, able to prioritise and work flexibly as part of a team	√	

Excellent interpersonal and communication skills, both written and verbal, and a commitment to the delivery of excellent customer service	√	
Good IT skills including proven competency in Microsoft office and other office software programmes	√	
Track record of and commitment to personal workplace development and training	√	
Ability to work on own initiative and under pressure to achieve deadlines, with a positive 'can do' attitude	√	
A flexible attitude to working (including the ability to cover evening and weekend events/meetings from time to time, as required)	√	