

<b>Designation:</b>	<b>Accounting Technician</b>
<b>Grade:</b>	<b>Stroud 1</b>
<b>Responsible to:</b>	<b>Financial Accountant</b>
<b>Service Area:</b>	<b>Finance</b>

## ESSENTIAL CRITERIA

### QUALIFICATIONS

- Good general education with at least 5 GCSEs grades C or above including Maths and English

### EXPERIENCE

- Experience in the use of ICT preferably including MS Office (Word and Excel)
- Proven ability to work effectively as part of a team

### SKILLS & KNOWLEDGE

- Good written and verbal communication skills
- Good knowledge in using computer systems and a good knowledge of MS Office (Word and Excel)

### PERSONAL ATTRIBUTES

- Commitment and ability to achieving the Accounting Technician Level 3
- Enthusiasm for learning 'on the job' and personal development
- Attention to detail and a keen interest in Finance
- Positive, enthusiastic, committed and flexible attitude towards work, team members, colleagues and other persons
- Self-motivated and organised

### OTHER

- Committed to working for an employer that values diversity and equality of opportunity

## DESIRABLE CRITERIA

### QUALIFICATIONS

- Foundation level AAT qualification

### EXPERIENCE

- An understanding of the work of local government
- Excellent administration skills.

## CORE COMPETENCIES

### 1. Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

**2. Customer Focus**

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment of understanding and meeting their needs, inline with policies.

**3. Working Together**

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

**4. Innovating**

You will be able to seek better, more effective ways of delivering services.

**5. Accepting Change**

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

**6. Supporting the delivery of SDC priorities**

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.

Outer layers of the [competency framework](#) apply with Management and Leadership roles.