

## PERSON SPECIFICATION

### Job information as shown on organisation chart

<b>Job Title:</b> Appointee and Court Deputy Officer  <b>Service:</b> Financial Services	<b>Post No:</b>  <b>Section:</b> Technical and Project Finance	<b>Hoople Band:</b> C  <b>Location:</b> Nelson House
All candidates will be considered on their ability to meet the requirements of the person specification	<b>Essential criteria</b>	<b>Method of Assessment*</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working within a Social Care environment</li> <li>Proven track record of managing finance</li> <li>An understanding of financial regulations and recording systems</li> <li>Experience of dealing with clients/customers/service users, including sensitive situations</li> <li>Experience of clerical/administrative work</li> <li>Experience of monitoring budgets</li> </ul>	AF  AF  I  AF  AF  AF
<b>Skills and Abilities</b> <i>Including personal attributes</i>	<ul style="list-style-type: none"> <li>Ability to work alone and take initiative where necessary within agreed boundaries</li> <li>Ability to convey information to a wide range of people from social care managers to service users that lack mental capacity</li> <li>Ability to prioritise and organise own workload to meet deadlines</li> <li>Good attention to detail</li> <li>Well organised and flexible approach to work</li> </ul>	I  I  AF  AF  I
<b>Qualifications and Training</b> <i>including professional qualifications</i>	<ul style="list-style-type: none"> <li>Maths/English at GCSE level or equivalent</li> <li>Effective user of Word, Excel and Outlook</li> </ul>	AF  AF

<b>Other Factors</b> <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	<ul style="list-style-type: none"> <li>• Full UK Driving Licence and use of a car</li> </ul>	AF
	<ul style="list-style-type: none"> <li>• Ability to travel to meetings with staff and service users across the County</li> </ul>	AF
<b>Manager Signature:</b>		<b>Date:</b>
<b>Manager Name:</b>		<b>Job Title:</b>

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

19/07/2024
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