

Scottish Children's Reporter Administration

Person Specification

Post Title: Business Support Administrator

Location: Locality Team

FACTORS	CRITERIA		MEANS OF ASSESSMENT		
			Application	Reference	Interview
Education, Qualifications and Training	Essential	HND in a relevant subject, or equivalent	✓		
	Desirable				
Experience	Essential	Experience of working in a Finance environment, including excellent financial administration skills	✓	✓	✓
		Experience and detailed knowledge of financial software systems	✓	✓	✓
		Demonstrable experience in the use of Microsoft Office, particularly Excel, Teams, and Outlook, including the development of complex Excel spreadsheets	✓	✓	✓
Skills, Knowledge and Aptitudes	Essential	Ability to gather and analyse data to generate information that helps Locality Managers make decisions	✓	✓	✓
		Excellent numerical skills	✓	✓	✓
		Excellent working relationship skills in order to build and maintain effective working relationships within own team and across the organisation	✓	✓	✓
		Excellent planning and organisation skills in order to meet tight high priority weekly and monthly deadlines	✓	✓	✓
		Ability to effectively communicate appropriate information to a variety of audiences using oral and written communication skills	✓	✓	✓
		Ability to work on own initiative with minimum supervision, balanced with confidence to seek guidance where appropriate	✓	✓	✓

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Personal Attributes	Essential	Flexible and adaptable		✓	✓
		Resilient, self-motivated and enthusiastic		✓	✓
Special Requirements	Essential	Ability to travel to other offices if required	✓		✓
	Desirable	Driving licence / access to a vehicle	✓		✓