

PERSON SPECIFICATION

Job Title	Revenues Apprentice	Job Number	238
Directorate	Corporate Services – Financial Services	Location	Civic Offices
Completed By	Revenues Team Leader	Date	August 2020

Criteria	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
• GCSE's or equivalent A* - C (English, Maths and IT)	✓		Application/Certificate
Experience & Attainments			
• Previous experience relevant to the role e.g. working with people, volunteering, team working, working to deadlines	✓		Application/Interview
Skills and Competencies			
• Polite and courteous manner with customers and colleagues	✓		Application/Interview
• Ability to listen, follow job instructions accurately and interpret queries	✓		Application/Interview
• Participates and cooperates within a team	✓		Application/Interview
• Good organisational ability	✓		Application/Interview
• Attention to detail and accuracy	✓		Application/Interview
• Flexible and proactive approach to learning new tasks	✓		Application/Interview
• Ability to communicate effectively with customers and colleagues, verbally and in writing		✓	Application/Interview
• Ability to prioritise work tasks and work to deadlines	✓		Application/Interview
• Ability to work unsupervised, on own initiative and solve straightforward problems		✓	Application/Interview
PC/Computer Literacy Job content relating to this			
• Experience of using office management packages, e.g. for word processing, spread sheets and presentations	✓		Application/Interview

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	Essential	Desirable	
<ul style="list-style-type: none"> Ability to use a PC and other equipment for long periods of time 		✓	Application/Interview

Circumstances			
Location, flexibility and mobility; other circumstances specific to the job			
<ul style="list-style-type: none"> Able to attend the office at times which best suit the needs of the service and operating within the councils flexi rules 	✓		Application/Interview
<ul style="list-style-type: none"> Ability to work off-site on occasion and to travel to neighbouring councils (for which train/bus travel or mileage will be paid) 	✓		Application/Interview
<ul style="list-style-type: none"> To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children and vulnerable adults)'. 			