

Finance Candidates Evaluation Criteria:

1. Knowledge

Literacy and numeracy, procedures, organisational/administrative systems and specialist/systems qualifications.

2. Mental skills

These include analytical, time management, accuracy, planning and responsibly to meet deadlines.

3. Interpersonal and communication skills

Developing good working relationships with others (staff, councillors, the public, contractors, local authorises) and highlight potential issues to Clerk.

4. Initiative and independence

Confidence to take the initiative, work independently and prioritise their own work.

5. Responsibility for financial resources

Including cash, cheques, debits and credits, invoices and compliance with national and STC financial regulations and policies.

Evaluation areas:	Strong	Medium	Weak
1. Knowledge			
2. Mental skills			
3. Interpersonal and communication skills			
4. Initiative and independence			
5. Responsibility for financial resources			