



**PERSON SPECIFICATION
OFFICE SUPERVISOR POST**

ESSENTIAL	DESIRABLE
QUALIFICATIONS	
GCSE in Math and English	1. Education to A' level standard 2. Appropriate Qualification from Banking Sector
EXPERIENCE	
Experience in the finance sector	Experience in banking sector
Experience in assessing an individuals financial ability	Assessment of an individual for receipt of services
Ability to plan ahead and manage change in an operational setting	Experience in people supervision/management
Experience of developing positive productive relationships	Leadership and supervision of people
Good customer service	
SKILLS	
Good analytical and problem-solving skills	
Well-developed ICT skills (<i>experience in using Word and Excel</i>)	
Good interpersonal skills	
Ability to understand, assess and analyse financial data	
KNOWLEDGE	
Banking Sector operations	Credit Union operations
PERSONAL ATTRIBUTES	
Resilience and ability to meet challenges	
Evidence of self-development	
Team player	