

SELECTION CRITERIA

**POST: Lottery Co-ordinator**

**DEPARTMENT: Lotteries**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential Criteria** | **Desirable Criteria** | **How & When** |
| **Education / Qualification** | GCSE Grades 4-9 in English and Maths or equivalent. | Finance qualifications  | Application FormAssessment CentreCertificates |
| **Skills / Abilities** | NumerateExcellent knowledge of MS Excel and accounting/CRM software/systemsProficient in Microsoft Word and OutlookExcellent written and oral communication skillsAccurate Detail-orientedIT skillsAppropriate telephone mannerGood organisational skills Ability to work independently and in a team | Other Microsoft Office packagesStrong analytical skills | Application FormAssessment CentreReferences |
| **Experience** | Previous office experience | Previous finance and admin experience | Assessment CentreReferences |
| **Knowledge** | Internet/Email literate Software packages:ExcelWordFinancial balancing  | Knowledge of LOROSDirect debits and standing order  | Assessment CentreReferences |
| **Motivation and personal attributes** | Able to contribute to LOROS Values & BehavioursFlexibleWillingness to learn and develop new skillAccuracyPositive approach to workTeam playerReliablePolite and confident mannerAble to rise to a challenge and work in a busy environment |  | Assessment CentreReferences |