

SELECTION CRITERIA

**POST: Lottery Co-ordinator**

**DEPARTMENT: Lotteries**

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|  | **Essential Criteria** | **Desirable Criteria** | **How & When** |
| **Education / Qualification** | GCSE Grades 4-9 in English and Maths or equivalent. | Finance qualifications | Application Form  Assessment Centre  Certificates |
| **Skills / Abilities** | Numerate  Excellent knowledge of MS Excel and accounting/CRM software/systems  Proficient in Microsoft Word and Outlook  Excellent written and oral communication skills  Accurate  Detail-oriented  IT skills  Appropriate telephone manner  Good organisational skills  Ability to work independently and in a team | Other Microsoft Office packages  Strong analytical skills | Application Form  Assessment Centre  References |
| **Experience** | Previous office experience | Previous finance and admin experience | Assessment Centre  References |
| **Knowledge** | Internet/Email literate  Software packages:  Excel  Word  Financial balancing | Knowledge of LOROS  Direct debits and standing order | Assessment Centre  References |
| **Motivation and personal attributes** | Able to contribute to LOROS Values & Behaviours  Flexible  Willingness to learn and develop new skill  Accuracy  Positive approach to work  Team player  Reliable  Polite and confident manner  Able to rise to a challenge and work in a busy environment |  | Assessment Centre  References |