

Person Specification

FINANCE OFFICER

	Essential:	Desirable:
Qualifications:	<p>Finance/accounting qualification. (At least AAT Full Membership or equivalent)</p> <p>Thorough knowledge and experience of:</p> <ul style="list-style-type: none"> • SAGE 50 Accounts & SAGE Payroll • Microsoft Excel • Microsoft Word • Online Banking • PAYE, Payroll & RTI • Automatic Enrolment & Pension • VAT • HMRC and current legislation • Audit processes • Monthly and End of Year Reports and Returns (Petty Cash, Bank Reconciliation, Aged Creditors, Aged Debtors, Nominal Activity) • Budget Monitoring • Finalising Year End Accounts, Trial Balance, Balance Sheet, Profit & Loss, Prepayments, Accruals, Asset Register 	<p>Local Government Finance trained/experienced.</p> <p>Professional body membership. CIPFA Qualified.</p> <p>VAT Partial Exemption knowledge/experience</p>

<p>Occupational experience:</p>	<p>Experience of working in an office.</p> <p>IT literate.</p> <p>Evidence of being organised, tidy and systematic.</p> <p>Ability to manage self and meet targets and deadlines</p> <p>Ability to understand budgets</p>	<p>Experience of working within a public sector environment.</p> <p>Finance Management/Supervisory experience.</p>
<p>Personal qualities:</p>	<p>The ability to communicate effectively at all levels.</p> <p>The ability to work under pressure and meet deadlines.</p> <p>A willingness to undergo training.</p> <p>Must be able to work with own initiative and as part of a team when necessary.</p> <p>Punctual and efficient.</p>	<p>Ability to think laterally.</p> <p>Proactive.</p>
<p>Leadership</p>	<p>Manages meetings and keeps people informed.</p> <p>Involves other people proactively, coaches the team.</p> <p>Promotes a fair and effective leadership environment.</p> <p>Provides the team with a clear direction and acts as a role model.</p>	

<p>Analytical Thinking</p>	<p>Breaks down problems into lists of tasks or activities or smaller chunks to handle more easily.</p> <p>Manages the day by using a personalised 'to do' list.</p> <p>Describes a problem by listing component parts, interested parties, cause and effect statements.</p> <p>Resolves problems through a 'step-by-step' process.</p> <p>Describes problems in terms of links and sequences, and can see solutions and anticipate consequences.</p> <p>Breaks problems down into linked parts and uses them to propose a solution.</p> <p>Sequences events and demonstrates their linkages, when solving problems. Plan, do, check and act.</p> <p>Makes a work plan which includes contingency steps at key points from possible obstacles.</p> <p>Thinks ahead and anticipates problems.</p>	
<p>Physical requirements:</p>	<p>A general good wellbeing.</p>	<p>Low absence record.</p>
<p>Other relevant factors</p>	<p>Ability to attend Committee meetings which would require working out of normal office hours (evenings)</p> <p>Driving licence and vehicle</p>	