

Person Specification

FINANCE ASSISTANT

	Essential:	Desirable:
Qualifications:	Finance/accounting qualification e.g. minimum AAT Level 3.	Local Government Finance trained/experienced. Professional body membership. AAT Level 4.
Occupational experience:	<p>Minimum of two years of experience in a similar role.</p> <p>Thorough knowledge and experience of utilising a computerised financial system, Excel Spreadsheets, BACS, PAYE, VAT, HMRC and current legislation.</p> <p>Budget monitoring.</p> <p>Experience of performing control account reconciliations including bank reconciliations.</p> <p>Purchase and Sales Ledger Experience.</p> <p>IT literate.</p>	<p>Experience of working within a public sector environment.</p> <p>Evidence of being tidy and systematic.</p> <p>Experience of using Xero or Sage.</p> <p>Experience of Processing Payroll</p> <p>Audit processes, monthly and end of year reports and returns.</p>
Personal qualities:	<p>The ability to communicate effectively at all levels.</p> <p>Strong attention to detail and able to produce work with a high level of accuracy.</p> <p>Able to comply with the confidentiality requirements of the post including GDPR regulations.</p>	<p>Ability to think laterally.</p> <p>Proactive.</p>

	<p>Willing and able to comply with the council's policies and procedures.</p> <p>The ability to work under pressure and meet deadlines.</p> <p>A willingness to undergo training.</p> <p>Good organisational and workload management skills.</p> <p>Must be able to work with own initiative and as part of a team when necessary.</p> <p>Flexible and adaptable in your approach to working in a growing and changing environment.</p> <p>Punctual and efficient.</p>	
Analytical Thinking	<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>	
Physical requirements:	A general good wellbeing.	Low absence record.