

Person specification: Finance Officer

Attribute	Essential	Desirable
Management of people	Line management experience	
Experience	<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>
Practical Skills	<p>Ability to form constructive relationships with a diverse set of people including colleagues, business representatives, members of the community and Town Council</p> <p>Ability to understand budgets</p> <p>Ability to understand the legal framework in which the Town Council operates</p> <p>Ability to manage self and your team for maximum effectiveness</p> <p>Ability to meet targets and deadlines</p>	
Communication	<p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Ability to present to diverse audiences</p> <p>Ability to be articulate and sensitive in potentially controversial situations</p>	

	Ability to develop effective relationships with external and internal stakeholder, the general public and statutory bodies	
Personal Qualities	<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>
Leadership	<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>	
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> <p>Describes problems in terms of links and sequences, and</p>	

	<p>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>	
Technology / IT Skills	<p>Excellent understanding of IT in order to perform office functions and other requirements of the role</p> <p>Professional knowledge of Office packages including Word, Excel and Outlook and software packages including Xero, BrightHR and BrightPay</p>	<p>Previous experience using finance and administration systems</p>
Education and Training	<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 	<p>Local Government Finance trained/experienced</p> <p>Professional body membership. CIPFA Qualified.</p> <p>VAT Partial Exemption knowledge / experience</p>

	<ul style="list-style-type: none"> • 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 	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary	Low absence record
Other relevant factors	<p>Driving licence and vehicle</p> <p>Ability to attend Town Council Committee meetings which would require working out of normal office hours (evenings)</p>	Driving licence and vehicle