

Person Specification

Job Title: Finance Officer

	Essential	Method	Desirable	Method
Qualifications	<ul style="list-style-type: none"> AAT (or ACCA/ACA) qualified or qualified by experience. 	A,I		
Communication Skills	<ul style="list-style-type: none"> Excellent verbal and written communication skills, including an ability to relate to, and communicate with councillors, staff, public, creditors and debtors. Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and statistical presentation. Ability to accurately respond to queries from internal and external auditors, HMRC, pension administrators and other external organisations. 	A,I A,I A,I		
Knowledge & Experience	<ul style="list-style-type: none"> Local government experience in an accountancy role. In-depth knowledge of accounting and budgeting principles. Managing and maintaining an accounting system, including completion of month and year end close down procedures. 	A,I A,I A,I	<ul style="list-style-type: none"> Town Council experience Experience of bidding for external funds. General knowledge of the law as it affects Local Councils. Experience and knowledge of payroll services. 	A,I A,I A,I A,I

	<ul style="list-style-type: none"> • Budget setting and monitoring of expenditure and income against approved budgets. • Purchase Ledger and control of bank accounts. • Practical experience servicing committees and report writing. 	A,I A,I A,I		
Skills	<ul style="list-style-type: none"> • Team worker who can achieve performance and results with others. • The ability to see the bigger picture with an eye for detail. • Evidence of accurate work and ability to write reports to a high standard. • Energy and resilience to support change. • Advocate of equality, diversity, dignity and respect in the workplace. 	A,I A,I A,I A,I A,I		
Information Technology	<ul style="list-style-type: none"> • IT literate with experience and practical ICT skills including Microsoft Office packages and spreadsheets. 	A,I	<ul style="list-style-type: none"> • Knowledge of the Rialtas/Omega financial information system. • Development and implementation of Council ICT systems. 	A,I
Other	<ul style="list-style-type: none"> • Prepared to work out of office hours in order to attend Council meetings. • Ability to operate with complete impartiality in a political environment. • A hard worker who is reliable and enthusiastic. 	A,I A,I A,I		

A – Application

I – Interview

P – Practical test or presentation