

Person Specification

Job Title: Finance Officer / Deputy Town Clerk

	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. 	<p>A,I</p> <p>A,I</p> <p>A,I</p>		
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. 	<p>A,I</p> <p>A,I</p> <p>A,I</p>	<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. 	<p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p>

	<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. 	<p>A,I</p> <p>A,I</p> <p>A,I</p>		
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. 	<p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p>		
Information Technology	<ul style="list-style-type: none"> • IT literate with experience and practical ICT skills including Microsoft Office packages and spreadsheets. 	<p>A,I</p>	<ul style="list-style-type: none"> • Knowledge of the Scribe accounting financial system. • Development and implementation of Council ICT systems. 	<p>A,I</p>
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. 	<p>A,I</p> <p>A,I</p> <p>A,I</p>		

A – Application

I – Interview

P – Practical test or presentation