



PERSON SPECIFICATION – RESPONSIBLE FINANCE OFFICER / ASSISTANT TOWN CLERK

	Essential	Desirable
Qualifications	<p>A good standard of education –five GCSE’s or equivalent, including English and Maths, Grade C or above.</p> <p>Relevant accounting qualification.</p> <p>CILCA qualification or willingness to work towards this.</p>	<p>AAT qualification.</p>
Experience	<p>Experience of managing and administering accounting functions on a day to day basis.</p> <p>Experience of using computerised accounting and payroll systems.</p> <p>Experience of budget setting and monitoring.</p> <p>Experience of general administration and customer service.</p> <p>Experience of agenda preparation and minute taking.</p> <p>Experience of line management of a small team, including motivation and development of staff and performance management.</p>	<p>Previous local government experience.</p> <p>Experience of preparing funding bids and administering grant funding.</p>
Skills, knowledge and abilities	<p>Excellent ICT skills and good working knowledge of SAGE payroll package.</p> <p>The ability to produce and present clear, concise written reports.</p> <p>The ability to write and update policies to meet all legal requirements in respect of audit, insurance and risk management.</p> <p>Knowledge of Health and Safety, Risk Management and Contract legislation</p> <p>Self motivation and ability to manage own workload.</p> <p>The ability to establish and maintain good relationships with Councillors, colleagues and members of the public.</p>	<p>Knowledge of local council administration, including the decision making process and the powers available to town and parish councils.</p> <p>Working knowledge of local government finance and the Accounts and Audit Regulations.</p> <p>Project management skills.</p>
Other	<p>Ability and willingness to attend evening meetings of Council as required (at least once per month).</p> <p>Willingness to undertake relevant training as required.</p>	

