

## Person Specification

### FINANCE ASSISTANT

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

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