

**Person specification: Finance Officer**

Attribute	Essential	Desirable
Education and Training	Finance/accounting qualification (at least AAT Full Membership or equivalent)  Thorough knowledge and experience of: <ul style="list-style-type: none"> <li>• Xero Accounting</li> <li>• Zahara</li> <li>• BrightHR</li> <li>• BrightPay</li> <li>• Microsoft Word</li> <li>• Microsoft Excel</li> <li>• Online banking</li> <li>• PAYE, Payroll and RTI</li> <li>• Automatic Enrolment and Pension</li> <li>• VAT</li> <li>• HMRC and current legislation</li> <li>• Audit processes</li> <li>• Monthly and End of Year Report and Returns</li> <li>• Petty Cash</li> <li>• Bank Reconciliation</li> <li>• Aged creditors</li> <li>• Nominal activity</li> <li>• Budget monitoring</li> <li>• Finalising year end accounts</li> <li>• Trial balance</li> <li>• balance sheet</li> <li>• Profit and loss</li> <li>• Prepayments</li> <li>• Accruals</li> <li>• Asset register</li> </ul>	Local Government Finance trained / experienced  Professional body membership  VAT partial exemption knowledge / experience
Technology / IT Skills	Excellent understanding of IT in order to perform office functions and other requirements of the role	Technology / IT Skills
Management of people	Line management experience	
Experience	Experience of working in an office  IT literate  Evidence of being organised tidy and systematic  Ability to manage self and meet targets and deadlines  Ability to understand budgets	Experience of working within a public sector environment.  Finance Management/Supervisory experience

<p>Practical Skills</p>	<p>Ability to form constructive relationships with a diverse set of people including colleagues, key stakeholders, 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>	
<p>Personal Qualities</p>	<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>
<p>Leadership</p>	<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>	
<p>Analytical Thinking</p>	<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 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>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Other relevant factors	Ability to attend Town Council Committee meetings which would require working out of normal office hours (evenings)	