

**Person Specification: Finance Officer**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs (A*-C), including maths and English or equivalent</li> <li>• AAT level 2, or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• CIMA/CIPFA accountant qualification</li> <li>• Evidence of continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection Process</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Budget preparation, control and final accounts work</li> <li>• Computerised financial management systems</li> <li>• Spreadsheets, databases and word processing applications</li> <li>• Cash management and banking</li> <li>• Preparing and supporting managers with management account reports</li> </ul>	<ul style="list-style-type: none"> <li>• Previous local government experience, including working with elected members</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection Process</li> </ul>
<b>Skills / Knowledge</b>	<ul style="list-style-type: none"> <li>• Attention to detail and analytical skills</li> <li>• Ability to design/develop</li> <li>• Excellent written and verbal communication skills</li> <li>• Excellent organisation skills</li> <li>• working independently using own initiative</li> <li>• Ability to work to deadlines and prioritising workload</li> <li>• IT packages such as Word, Excel, Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive in service/system development</li> <li>• Public sector accounting principles</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Selection process</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Personal integrity</li> <li>• Commitment to provision of quality customer service</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Selection process</li> <li>• Pre-employment checks</li> </ul>

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Prepared by:  
Approved by: