

### Person Specification

#### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree Level Education or equivalent (Key Skill Level 4 Financial Qualification)	Bachelor's degree, HNC, HND NVQ level 4 in a related business, finance or accounting field (AAT, CIMA).  Qualified by experience.	Essential
Relevant vocational qualification	Purchasing/Finance/ITIL	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Management and Financial Accounting techniques	Extensive knowledge with the capability of producing accurate and timely management reports and financial statements	Essential
Computerised Accounting and spreadsheet systems	Sound working knowledge of accountancy systems and use of spreadsheets to present financial reports	Essential
Microsoft Office	Good working knowledge of Microsoft Office	Essential
Work Environment	A thorough understanding of the environment in which local government operates	Essential
Procurement	An understanding of local government procurement rule and legislation	Essential
<b>Skills</b>		
Self Appraising	Self motivator who is self aware	Essential
Effective Working Relationships	Ability to negotiate with clients and suppliers with a customer focused attitude whilst remaining commercially aware.  Ability to persuade, influence or aid others in decision making	Essential
Communication Skills	Strong communication skills with the ability to converse with non-financial management and staff on financial matters	Essential
Workload Management	Ability to deal with a variety of daily issues and prioritise work to meet deadlines	Essential

<b>Experience</b>		
Experience of working with financial systems and records	Experience of working with finance systems and keeping accurate financial records	Essential
Financial Management within Local Government	Experience and knowledge	Essential
Experience within the private sector	Significant experience of commercial best practice from working in relevant roles within the private sector	Desirable
<b>Equal opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
<b>Safeguarding</b> (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

#### Disclosure level

What disclosure level is required for this post?	None <b>X</b>	Standard
	Enhanced	Enhanced with barred list checks

#### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible <b>X</b>	Field	Home
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