

## Person Specification

	Essential	Desirable
<b>1. Education / Qualifications</b>	<ul style="list-style-type: none"> <li>Financial qualification e.g., AAT</li> <li>Minimum of Certificate of Local Council Administration (or willingness to obtain within the first 12 months of employment)</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree or HND level or NVQ level 4 or above</li> </ul>
<b>2. Work Experience</b>	<ul style="list-style-type: none"> <li>Experience or working in a business or professional setting</li> <li>Experience of using computerised systems, including all Microsoft Office applications</li> <li>Experience of using a financial software package</li> <li>Experience of working in a financial setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using local council finance packages</li> <li>Previous local government experience</li> <li>Experience of minuting meetings</li> <li>Knowledge of payroll</li> </ul>
<b>3. Management Skills</b>	<ul style="list-style-type: none"> <li>Budget management</li> <li>Ability to organise effective meetings</li> <li>Ability to meet targets and deadlines</li> <li>Ability to cope under pressure</li> <li>Ability to consider the long-term financial consequences of Council</li> </ul>	
<b>4. General Skills / Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>Able to produce reports relevant to committees</li> <li>Ability to problem solve in an inclusive manner</li> <li>Ability to assimilate viewpoints and establish common understanding</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of a local council's legal framework and operating environment</li> </ul>
<b>5. Communication Skills</b>	<ul style="list-style-type: none"> <li>Ability to communicate in a clear and confident manner</li> <li>Ability to work well with members of the public and Councillors.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to present to wide range of audiences</li> <li>• Use open and fair processes</li> <li>• Ability to act impartially</li> </ul>	
<b>6. Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability and flexibility to grow with the role and undertake training</li> <li>• Ability to be flexible to meet deadlines</li> <li>• Ability to maintain good relationships with Councillors, colleagues, contractors and the public</li> <li>• Self-reliant and self-motivated</li> <li>• Be able to work evenings</li> </ul>	