

**RESPONSIBLE FINANCE OFFICER**

Person Specification

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|  | ESSENTIAL |  DESIRABLE |
| Qualifications | * Relevant accounting qualification, minimum Part qualified Accountant or 3 years’ experience as RFO or other senior accountancy experience.
 | * Educated to degree level or equivalent
* CiLCA
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| Knowledge & Skills | * Good numeracy and ability to understand financial data
* Budget management and planning
* Ability to prioritise and plan workload effectively
* IT skills. Minimum requirement – Word, Excel, Outlook
* Excellent written and verbal communication
* Ability to interpret financial data
 | * Working knowledge of local government
* Knowledge of RBS financial package
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| Behaviours & Characteristics | * A ‘service driven’ and ‘can do’ attitude
* Excellent customer service focus and interpersonal skills
* A team player, service-oriented, supportive, self-motivated, flexible and able to demonstrate commitment
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| Work Experience | * Minimum two years accounting experience
* Financial management, including budgetary control and planning for budgets in excess of £400,000
* Experience of end-of-year accounting
* Experience of internal and external audit preparation
 | * Minimum of two years’ experience in local government
* Minimum of two years’ experience of preparing payroll
* Experience of clerking committees.
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