

**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 |
| 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 |
| 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 |  |
| 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. |