

Person Specification for the Support Services Manager/Responsible Finance Officer

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|  | **Essential** | **Desirable** |
| **Educational Qualifications** | * 5 GCSE’s Grade A-C including two of English, Maths and Science or NVQ to minimum Level 2
* A recognised finance or accounting qualification (eg. AAT or equivalent) or evidence of qualification by experience
 | * Appropriate management qualification
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| **Experience and Knowledge** | * Understanding of local government finance and the Accounts and Audit Regulations
* Awareness and expertise in legal, insurance and risk matters
* Evidence of a commitment to continuing professional development
* Cash handling and banking
* Ability to fully grasp the full implications of all financial decisions
* Ability to interpret and implement complex financial regulations
* Have experience of HR functions and administration within an organisation

 | * Managing a small payroll, completing statutory returns
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| **Management** | * Ability to provide leadership to enable, motivate and develop a team culture
* Ability to prioritise work, set targets, achieve positive outcomes and delegate effectively
* Ability to organise and manage resources effectively
 | * Knowledge of current employment legislation
* Previous public service experience
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| **Communication Skills** | * Excellent oral and written communication skills, including an ability to relate to, and communicate with councillors, staff, members of the public and external agencies
* Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis
 | * Experience of PR and handling media enquiries
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Penzance Council Support Services Manager/RFO

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| **Information Technology** | * Familiarity with computerised accounting packages
* Experience and practical ICT skills including Windows, Word, Excel, Outlook and the Internet
 | * Conversant with web sites and related design/maintenance.
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| **Meetings and Administration** | * Practical experience of committees and report writing
 | * General knowledge of the law as it affects Local Councils
* Practical knowledge of standing orders and financial regulations
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| **Behaviours** | * A team player
* Shows integrity
* Committed to service excellence
* Cares about customers and colleagues
* Has a can-do attitude
* Enthusiastic
* Flexible
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| **Other** | * Willingness to work out of office hours in order to attend Council meetings and Council business
* Ability to operate with complete impartiality in a political environment
 | * Full driving licence. and use of own vehicle
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Note: Assessment of whether criteria are met will be from the application form submitted followed by interview where appropriate. In respect of qualifications original certification will be required.