

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 |
| **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 |
| **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 |
| **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 |

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. |
| **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 |
| **Behaviours** | * A team player * Shows integrity * Committed to service excellence * Cares about customers and colleagues * Has a can-do attitude * Enthusiastic * Flexible |  |
| **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 |

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.