

Sherborne Town Council
Responsible Financial Officer
Person Specification

Attributes	Essential	Desirable	Method of Assessment
Education, Professional Qualifications & Training	<ul style="list-style-type: none"> ▪ A good standard of Education including numeracy and literacy 	<ul style="list-style-type: none"> ▪ Relevant book-keeping or accounting qualifications such as AAT, CIPFA, ACCA or CIMA ▪ A levels or degree level qualification ▪ Certificate in Local Council Administration (CILCA) 	<ul style="list-style-type: none"> ▪ Application Form
Experience, Skills and Knowledge	<ul style="list-style-type: none"> ▪ Good knowledge of Sage 50 cloud accounts. ▪ Experience in the use of Sage Payroll or similar package ▪ Extensive knowledge of Microsoft Excel ▪ Working knowledge of Microsoft Word and Outlook ▪ Experience of producing monthly management accounts and year end accounts ▪ Good working knowledge of VAT ▪ Experience in financial control/ budgeting ▪ Able to structure and manage own work with minimal support ▪ Able to communicate succinctly and clearly both orally and in writing ▪ Able to work independently and as part of a team 	<ul style="list-style-type: none"> ▪ Experience of working in a local authority or other public body ▪ Experience of working with Councillors ▪ Basic knowledge of legal issues relating to town and parish councils or local authorities ▪ HR experience ▪ Experience of Charity Commission accounts and procedures 	<ul style="list-style-type: none"> ▪ Application Form and Interview Questions
Personal Aptitude	<ul style="list-style-type: none"> ▪ Flexible approach to working hours ▪ Conscientious attitude towards work ▪ Able to work under pressure and meet deadlines ▪ Analytical skills and attention to detail 	<ul style="list-style-type: none"> ▪ Willingness to attend evening meetings on occasions if required ▪ Willingness to undertake relevant training ▪ Able to develop the post in line with changing circumstances 	<ul style="list-style-type: none"> ▪ Application Form and Interview Questions