



**PERSON SPECIFICATION
RESPONSIBLE FINANCE OFFICER**

	Essential	Desirable
Educational Qualifications	A recognised finance or accounting qualification (AAT Technician or equivalent)	FILCA/ILCA or CILCA
Work Experience	A minimum of 2 years previous financial experience in Local Government or similar environment	Experience of using Rialtas OMEGA finance package
	Experience in bank reconciliations	Experience of working to deadlines in a structured environment
	Budget management and financial planning	Experience of leading meetings
	Good understanding of VAT	
	Understanding of local government finance and the Accounts and Audit Regulations	
	Experience of contract management	
	Experience in administering payroll and pensions	
	Experience in tendering processes	
Skills, Knowledge and aptitude	ICT Literate and competent user of MS Office software	
	Knowledge of GDPR and FOI	Well organised and able to prioritise workload

	Able to work on own initiative and as part of a team	
	Self-motivated and able to problem solve	
Other	Committed to continuous development within the sector	
	Ability to work flexibly, including attending evening meetings	
	Full driving licence and own transport	