**Keighley Town Council**

**Person Specification – Finance Officer**

|  |  |
| --- | --- |
| **Post Title:** | Finance Officer |
| **Reporting to:** | Deputy Town Clerk |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Required Competencies** | **Essential** | **Desirable** | How to be assessed | |
| Application | Interview |
| Education / Training | 5 GCSE’s grade C or above (including English and Maths) or equivalent NVQ or relevant experience.  Commitment to further professional development where required.  Accountancy qualifications | **X**  **X** | **X** | **X**  **X** | **X** |
| Skills and Knowledge | IT literate with experience and practical ICT skills including in Microsoft Office packages and spreadsheets.  Practical experience in an appropriate accounting package.  Excellent written and oral communication skills.  Ability to communicate information to a wide range of audiences.  Ability to interpret financial reports.  An ability to work under pressure with changing priorities and timescales.  Ability to work alone and in a team.  An ability to take the initiative and devise creative solutions. | **X**  **X**  **X**  **X**  **X**  **X**  **X** | **X** | **X**  **X**  **X**  **X**  **X** | **X**  **X**  **X**  **X**  **X** |
| Experience | Experience of working in a financial environment, including production of financial reports, budget management and report writing.  Experience of working in partnership with a diverse range of people, community groups, public sector organisations and business.  Experience of working in an administrative environment. | **X** | **X**  **X** | **X**  **X**  **X** | **X** |
| Personal Qualities | Prepared to work out of office hours in order to attend Council meetings if required.  Ability to operate with complete impartiality in a political environment.  Strong organisational skills, with attention to detail in proofing and accuracy of information.  Commitment to maintaining confidentiality and impartiality on Keighley Town Council matters.  Commitment to the values and vision of Keighley Town Council.  Professionalism and integrity in all interactions. | **X**  **X**  **X**  **X**  **X**  **X** |  | **X**  **X**  **X** | **X**  **X**  **X**  **X** |

**April 2024**