

Finance Officer – Person Specification

	Essential	Desirable
Education and Professional Qualifications	Minimum of 5 GCSE's grade C or above, including English Language and Mathematics, or equivalent ability	NVQ 3/BTEC or equivalent in Administration/Business Studies or evidence of equivalent skill level A recognised accountancy or book keeping qualification
Knowledge	Proven effective knowledge of finance office practices and administrative procedure Good analytical skills combined with attention to detail Knowledge of a range of IT systems, including Word, Excel, Outlook Good written and verbal communication skills	Working knowledge of Local Government finance
Experience	Significant experience of working in a finance role. Experience of using accounting software Evidence of dealing professionally and sensitively with members of the public Experience of effective communication skills, in particular the ability to communicate with others at all levels, both within the council and other organisations and bodies Significant experience in an administrative role, using a range of IT systems, including Word, Excel, Outlook and databases Experience of producing documents accurately and to a high standard	Experience of Local Government accounting Previous experience of working in the Local Government sector

Personal Qualities	<p>Able to work alone and in a team</p> <p>Receptive to change and new ideas</p> <p>Be able to approach staff and members of the public with a warm and friendly attitude</p> <p>Self-reliant, open, honest and trustworthy</p> <p>Trustworthy with confidential information</p>	