



Much Wenlock Town Council

Person Specification – Responsible Financial Officer

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • 5 GCSEs at grade C / level 5 or above, including Maths and English • Financial Certificate in Local Council Administration (FILCA) or Certificate in Local Council Administration (CILCA) or willingness to work towards qualification 	<ul style="list-style-type: none"> • Higher level educational qualification, e.g. A levels or degree
Work Experience	<ul style="list-style-type: none"> • Experience of financial management, audit and budget setting • Experience of payroll, PAYE and pension administration • Experience of using a computerised management accounting system • Experience of insurance procedures and financial risk assessment 	<ul style="list-style-type: none"> • Experience of working for a local authority or similar body in a financial role • Experience of using Rialtas accounting and administration software • Experience of analysing and communicating complex information to produce clear and accurate reports • Preparation of grant funding applications • Experience of asset management • Engaging with and working alongside a range of third-party organisations in the public / private / voluntary sectors • Cemetery administration
Knowledge and Skills	<ul style="list-style-type: none"> • High level of numeracy and literacy • Ability to work on own initiative with minimal supervision • Excellent oral and written communication • Ability to produce clear and concise written reports • An ability to find logical and creative solutions to complex problems • A good level of computer literacy, including effective use of Microsoft office software 	<ul style="list-style-type: none"> • Knowledge of local government procedures, systems and legal framework • Working knowledge of procurement processes in a public sector setting • Agenda setting and minute taking in public meetings • Local knowledge of Much Wenlock and surrounding area
Personal Qualities	<ul style="list-style-type: none"> • Ability to build and maintain good relationships with a range of differing individuals and groups in a professional manner • Able to work effectively as part of a small team • An organised and methodical approach to work • Proactive, positive, adaptable and hands-on attitude • Flexible approach to working hours and willingness to work evenings or at weekends when required • Willing to undertake training and learn new skills • Impartiality and integrity in a political environment • Committed to promoting the highest standards of behaviour in public and professional life 	