

## ST CUTHBERT (OUT) PARISH COUNCIL

### RESPONSIBLE FINANCIAL OFFICER

#### PERSON SPECIFICATION

Factor	Essential	Desirable
<i>Qualifications and experience</i>	<ul style="list-style-type: none"><li>• Strategic financial management experience in a complex environment.</li><li>• Sound budget preparation, management and financial control systems experience.</li><li>• Experience of financial forward planning.</li><li>• Responsive to changing circumstances</li></ul>	<ul style="list-style-type: none"><li>• Ideally be at least CIPFA, ACCA or equivalent part qualified and be prepared to work towards obtaining the full qualification within 1 year of commencement.</li><li>• Experience of Committee work or similar.</li><li>• Previous experience of working for local authority or similar body in a financial role.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of budget setting, audit and monitoring processes and financial management reports.</li><li>• Knowledge of insurance procedures and financial risk assessment.</li><li>• Working knowledge of accounts and payroll systems and procedures and computer packages.</li><li>• Working knowledge of procurement processes within a public sector setting.</li><li>• Implementation of financial systems and controls to prevent bribery and corruption.</li><li>• Knowledge of KPI and other performance measures.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of the operating environment of the Council and responsibility for public finance and expenditure.</li><li>• Knowledge of local government financial systems and procedures.</li><li>• Knowledge of the governance and financial framework in which the Council operates.</li><li>• Knowledge of hybrid technology</li></ul>
<b>Qualities and Attitudes</b>	<ul style="list-style-type: none"><li>• Self-reliant and self-motivated with the drive and determination to achieve results and influence others.</li><li>• Flexible, pro-active and hands on approach to tasks.</li><li>• Ability to understand the constraints of council finances and</li></ul>	<ul style="list-style-type: none"><li>• Enthusiastic and willingness to adapt to change.</li><li>• Business perspective and acumen.</li></ul>

what can be achieved within the legal framework

- Supportive - demonstrating loyalty and commitment to the organisation and colleagues in past employment.
- Trustworthy.
- Ability to develop and maintain good relationships with community leaders, volunteers and relevant external bodies.
- Be able to show ability of being a good team worker.
- Commitment to quality service delivery.

#### *Skills and Abilities*

- High numeracy and analytical skills.
- Sound written and oral communication skills with the ability to communicate effectively with others at all levels both internally and externally.
- Ability to form sound working relationships.
- IT literate with sound working knowledge of MS Office, Excel and Windows packages.
- Ability to produce high quality reports on complex topics.
- Ability to organise and prioritise own workload.
- Ability to work in a logical manner and to strict deadlines.
- Ability to develop, implement and monitor effective systems and procedures.
- Good presentational and reporting skills using relevant IT programmes.
- Flexibility and ability to respond quickly to situations.

#### *Special Conditions*

- Be prepared to deputise for the Parish Clerk where and when required.
- Willingness to work and/or attend Committees and other meetings and functions in evenings.
- Willingness to undertake training.
- Within contracted hours, be prepared to work outside of normal working hours to meet the needs of the post in servicing Committee meetings.