



PERSON SPECIFICATION

OFFICE & FINANCE MANAGER

Candidates are requested to note that all competencies are initially assessed at application stage. Application forms should therefore clearly relate to the identified competencies for the role.

Key Competencies	Essential	Desirable
Experience & Knowledge	<ul style="list-style-type: none">▫ Three years' experience successfully supervising/managing and delivering finance and/or office functions or equivalent▫ Successful track record of delivering departmental and organisational projects.▫ Understanding of local government practice and legislation, including financial and democratic operating arrangements	<ul style="list-style-type: none">▫ Significant experience of working on inter-departmental projects and/or matrix management▫ Extensive knowledge of, or relevant experience working in, a local authority at a supervisory or management level.▫ Senior local authority experience including responsibilities attaching to finance, including procurement, and to the delivery of effective organisational governance arrangements▫ High level of knowledge of local government practice and legislation,

		<p>including financial and democratic operating arrangements</p> <ul style="list-style-type: none"> ▫ Proven experience of general and financial management, health and safety/equalities requirements, information management, risk management and the principles of project management. ▫ Working knowledge of the principles attaching to information management and data protection. ▫ Knowledge of democratic services and how to deliver them ▫ Knowledge of civic and ceremonial activities and events and how to deliver them
Qualifications	<ul style="list-style-type: none"> ▫ Professional (financial): to hold or achieve within 2 years of taking office AAT Level 3 or above, or equivalent ▫ Management - to hold a relevant sector, or suitable management qualification at level 5 or above (e.g. Certificate in Management Studies) or equivalent 	<ul style="list-style-type: none"> ▫ CIPD Certificate in People Practice (Level 3) ▫ NACO (or equivalent) Active Membership ▫ Certificate in Local Council Administration: or Certificate in Democratic Services Knowledge.

Skills & Abilities	<ul style="list-style-type: none"> ▫ Highly developed accountancy and finance skills and capability in the operation of related systems - to manage and deliver the day to day operation of the Councils financial services and related activities ▫ Ability to work under pressure, to manage conflicting priorities and to set and achieve challenging targets and meet deadlines ▫ A flexible approach combined with high level negotiation, analytical, interpersonal, presentation, supervisory and communications skills. ▫ Ability to interpret complex information, including effective working with professional advisors, and to communicate that appropriately to the appropriate audience. ▫ Attention to detail, the ability to work effectively within regulatory/policy frameworks and deliver robust outcomes. ▫ High level of literacy, numeracy and IT skills 	<ul style="list-style-type: none"> ▫ Proficiency in Rialtas accounting software and Sage Payroll
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	<ul style="list-style-type: none"> ▫ Ability to demonstrate a high degree of probity and professionalism 	
Other	<ul style="list-style-type: none"> ▫ Ability to work outside normal hours to attend evening and weekend meetings, events and activities if/as required. ▫ Commitment to personal development and supporting self and others to meet organisational goals and requirements 	