

Okehampton Town Council

Finance Officer - Person Specification

ATTRIBUTE	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS	<ul style="list-style-type: none"> • Commitment to continuing professional development • Recognised bookkeeping qualification • Commitment to completing the SLCC, Financial Introduction to Local Council Administration course within one year of appointment (or as agreed by Town Clerk), if qualification not already achieved • 	<ul style="list-style-type: none"> • To have successfully completed the SLCC, Financial Introduction to Local Council Administration course.
MANAGEMENT	<ul style="list-style-type: none"> • Demonstrable business and office related experience • Able to research and prepare reports and briefings, set up and maintain spreadsheets and records • Demonstrable experience of financial management 	
FINANCE	<ul style="list-style-type: none"> • Ability to use Rialtas Omega, or similar, Financial Software • Demonstrable experience of ability to undertake invoicing • Demonstrable experience of ability to process VAT returns • Demonstrable experience in relation to the overseeing of budgets and preparation of budgets • Demonstrable experience of ability to process salaries, pensions and end of year returns • Ability to use and set up BACS payments through online banking services 	<ul style="list-style-type: none"> • Understanding of local council financial regulations • Knowledge of local council procedures and regulations • Knowledge of the Hallmaster Booking software • Knowledge of using Contracts Finder website
COMMUNICATION SKILLS	<ul style="list-style-type: none"> • Tact and diplomacy • Good customer care skills • Ability to communicate clearly, both verbally and written • Able to meet strict deadlines 	<ul style="list-style-type: none"> • Attention to detail and accuracy

INFORMATION TECHNOLOGY	<ul style="list-style-type: none"> • Competent in using IT systems including word processing and spreadsheets, the internet and email 	<ul style="list-style-type: none"> • Able to use various social media platforms
OTHER	<ul style="list-style-type: none"> • Well organised • Able to work out of office hours to attend occasional Civic and other functions, acting as steward for road closures if necessary • Able to work on own initiative and as a team member • Self-motivated with a 'can-do' attitude • Attention to detail • Be willing to act as first aider and fire marshal • Willing to fulfil any other duties commensurate with the role 	<ul style="list-style-type: none"> • Knowledge of Data Protection legislation • Knowledge of Health & Safety legislation