



# South Tyneside Council

## BUSINESS AN RESOURCES

### PERSON SPECIFICATION

**POST TITLE:** Senior Finance Officer

**GRADE:** Band 7

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>AAT qualified or equivalent or substantial relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>CCAB qualified or actively studying towards a CCAB qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of budget management in a comparable organisation, evaluating competing budgetary priorities within tight financial limits</li> <li>Experience of communicating effectively to a wide range of audiences both internally and externally to achieve corporate and service objectives of a comparable organisation</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> <li>Presentation</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>A good understanding of the legislative frameworks relevant to a local authority finance service</li> <li>Evidence of sound technical accounting knowledge relevant to Local Government</li> <li>Proficient in the use of spreadsheets</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Able to establish and develop positive relationships with senior officers and employees of all levels and any partner that generates confidence and collaborative working</li> <li>Able to manage competing priorities whilst under pressure</li> <li>Able to lead and persuade others</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>• A clear understanding of equality and diversity in employment and service delivery within a large and complex organisation</li> <li>• Flexible approach to work</li> <li>• Committed to the principles of equality and diversity</li> </ul>		
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Full current driving licence or access to a means of mobility support</li> <li>• Baseline security clearance</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Basic check</li> </ul>