

# Great Aycliffe Town Council

## Person Specification

**Job Title:** Finance Manager

**Section:** Finance Section

**Grade:** 5(i) Salary Points 33 to 36

	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b>Education and Training</b>	<p>Minimum of 5 GCSEs at Grades A-C including Mathematics and English Language (or equivalent qualification e.g. NVQ2)</p> <p>AAT qualified (or equivalent qualification)</p> <p>Studying towards a Professional Accounting Qualification (CCAB or equivalent), ideally CIPFA</p> <p>Evidence of continuous professional development</p>	<p>Full Professional Accounting Qualification (CCAB or equivalent), ideally CIPFA</p>	<p>Application Form</p> <p>Certificates</p>
<b>Experience</b>	<p>Significant, broad-based and demonstrable financial management experience, ideally gained in a local authority environment</p> <p>Experience of developing and maintaining an effective financial management framework including financial regulations, policies, accounting systems, system of internal control and financial records.</p>	<p>Experience of personnel and payroll policies and managing weekly and monthly payroll operations.</p> <p>Experience of developing and managing effective risk management frameworks.</p> <p>Experience of arranging and managing insurance policies.</p>	<p>Application Form</p> <p>Interview</p>

	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b>Experience (continued)</b>	<p>Proven experience of developing and implementing an effective budget setting and budgetary control framework and process.</p> <p>Proven experience of preparing and presenting financial reports.</p> <p>Proven experience of preparing year-end accounts</p> <p>Successful track record of managing at a strategic and operational level</p> <p>Experience of managing finance teams</p> <p>Effective IT skills and experience in confidently using MS Office applications and financial management systems.</p> <p>Experience of developing, implementing and managing a performance management approach</p>	<p>Experience of preparing a Medium-Term Financial Plan</p> <p>Experience of the Pegasus Opera 3 System</p> <p>Experience of uploading financial information to a website</p> <p>Experience of treasury management</p> <p>Experience of asset management.</p>	
<b>Knowledge and Skills</b>	<p>Detailed knowledge of local government finance</p> <p>Up to date technical knowledge of relevant financial legislation, accounting practices, corporate governance and the system of internal control</p> <p>Knowledge and understanding of relevant CIPFA Codes of Practice</p>	<p>Understanding of local government policies and procedures</p> <p>Understanding of performance management</p> <p>Ability to initiate and manage effective monitoring and review systems</p>	<p>Application Form</p> <p>Interview</p>

	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
	<p>Knowledge and understanding of internal and external audit processes</p> <p>Good standard of numeracy and literacy.</p> <p>Understanding of the General Data Protection Regulation and the ability to respect confidentiality.</p> <p>Effective people management skills</p> <p>Ability to influence others.</p> <p>Ability to prepare and present clear and concise reports</p> <p>Ability to manage time effectively, prioritise and work to deadlines</p> <p>Ability to make independent decisions and demonstrate use of initiative.</p> <p>Ability to respond quickly to queries and pass on information promptly to colleagues.</p>	<p>Knowledge of risk management</p> <p>Knowledge of VAT</p> <p>Knowledge of procurement</p> <p>Knowledge of asset management</p>	

	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b>Personal Attributes</b>	<p>Integrity</p> <p>Attention to detail</p> <p>Strategic manager</p> <p>Effective team player</p> <p>Enthusiastic, positive and flexible approach to work</p> <p>Strong verbal and written communication skills</p> <p>Achievement orientated</p> <p>Able to operate within a changing and complex environment</p> <p>Resilient and able to work and remain calm under pressure</p> <p>Political awareness</p> <p>Customer focussed</p>		<p>Application Form</p> <p>Interview</p>
<b>Other Relevant Requirements</b>	<p>Full driving licence or ability to travel independently.</p> <p>A flexible approach to work and a commitment to attending meetings outside of normal working hours.</p>		<p>Driving Licence</p> <p>Application Form</p>