



## Much Wenlock Town Council

### Person Specification – Responsible Financial Officer

	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs at grade C or above, including Maths and English</li> <li>• Financial Certificate in Local Council Administration (FILCA) or Certificate in Local Council Administration (CILCA) or willingness to work towards qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Higher level educational qualification, e.g. A levels or degree</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Experience of financial management, audit and budget setting</li> <li>• Experience of payroll, PAYE and pension administration</li> <li>• Experience of using a computerised management accounting system</li> <li>• Experience of insurance procedures and financial risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working for a local authority or similar body in a financial role</li> <li>• Experience of using Rialtas accounting and administration software</li> <li>• Experience of analysing and communicating complex information to produce clear and accurate reports</li> <li>• Preparation of grant funding applications</li> <li>• Experience of asset management</li> <li>• Engaging with and working alongside a range of third-party organisations in the public / private / voluntary sectors</li> <li>• Cemetery administration</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• High level of numeracy and literacy</li> <li>• Ability to work on own initiative with minimal supervision</li> <li>• Excellent oral and written communication</li> <li>• Ability to produce clear and concise written reports</li> <li>• An ability to find logical and creative solutions to complex problems</li> <li>• A good level of computer literacy, including effective use of Microsoft office software</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local government procedures, systems and legal framework</li> <li>• Working knowledge of procurement processes in a public sector setting</li> <li>• Agenda setting and minute taking in public meetings</li> <li>• Local knowledge of Much Wenlock and surrounding area</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to build and maintain good relationships with a range of differing individuals and groups in a professional manner</li> <li>• Able to work effectively as part of a small team</li> <li>• An organised and methodical approach to work</li> <li>• Proactive, positive, adaptable and hands-on attitude</li> <li>• Flexible approach to working hours and willingness to work evenings or at weekends when required</li> <li>• Willing to undertake training and learn new skills</li> <li>• Impartiality and integrity in a political environment</li> <li>• Committed to promoting the highest standards of behaviour in public and professional life</li> </ul>	