

Houghton Regis Town Council

Person Specification for Finance Manager

	Essential Attributes	Desirable Attributes
Educational Qualifications	<p>AAT Level 3 and 4 or equivalent</p> <p>Good standard of general education and to at least GCSE Grades A-C (or equivalent) standard in English and Maths</p> <p>Evidence of Continuing Professional Development.</p>	<p>Accounting qualification (CIPFA/ACCA/CIMA)</p> <p>CiLCA (Certificate in Local Council Administration)</p> <p>Willing to undertake professional development relevant to role</p>
Management	<p>Ability to prioritise work, Ability to achieve required outcomes Ability to analyse financial information and to provide advice</p> <p>Ability to work effectively as part of a team and to work independently as necessary.</p>	
Communication skills	Ability to communicate effectively both verbally and in written form.	Pleasant manner when dealing with colleagues, councillors and visitors
Information technology	<p>Experience in MS office packages including Word, Excel and Teams</p> <p>Experience in accounting software packages</p>	
Administration	Managing and maintaining an asset and inventory register	General knowledge of local council accounting and governing legislation.
Financial management	<p>Experience of:</p> <ul style="list-style-type: none"> • Online bank management • Monitoring Investment • Day to day financial management including Sales & Purchase Ledger, Cash book, monthly bank reconciliation, financial accounting • Dealing with VAT and other taxation matters 	An appreciation of policy requirements and implementation

Budgetary control	Experience of budget monitoring and management Ability to contribute to budget setting and financial forecasting	
Year end preparation	Experience of internal and external audit preparation and process Experience of year end procedures	Experience of internal and external audit preparation and process as relevant to local government Experience of year end procedures as relevant to local government
Other	Ability to operate with complete impartiality in a political environment. Ability to work accurately, pay attention to detail, meet deadlines and cope well under pressure.	

Note: Assessment of whether criteria are met will be from the application form submitted followed by interview where appropriate. In respect of qualifications original certification will be required.