

Houghton Regis Town Council

Person Specification for Finance Support Officer

	Essential Attributes	Desirable Attributes
Educational Qualifications	<ul style="list-style-type: none"> • Bookkeeping qualification /AAT Level 2 or equivalent • Good standard of general education and to at least GCSE Grades A-C (or equivalent) standard in English and Maths 	<ul style="list-style-type: none"> • Willing to undertake professional development relevant to role
Management	<ul style="list-style-type: none"> • Ability to prioritise work, • Ability to achieve required outcomes • Ability to work effectively as part of a team and to work independently as necessary. 	<ul style="list-style-type: none"> • Ability to analyse financial information and to provide advice
Communication skills	<ul style="list-style-type: none"> • Good oral and written communication skills 	<ul style="list-style-type: none"> • Good customer care
Information technology	<ul style="list-style-type: none"> • Experience in MS office packages including Word, Excel and Team's • Experience in accounting software packages 	
Administration	<ul style="list-style-type: none"> • Managing and maintaining an asset and inventory register 	<ul style="list-style-type: none"> • General knowledge of local councils and governing legislation.
Financial management	<p>Experience of:</p> <ul style="list-style-type: none"> • Day to day financial inputting including Sales & Purchase Ledger, Cash book, monthly bank reconciliation, financial accounting 	<ul style="list-style-type: none"> • An appreciation of policy requirements and implementation
Budgetary control		<ul style="list-style-type: none"> • Experience of budget monitoring and management
Year end preparation		<ul style="list-style-type: none"> • Experience of internal and external audit preparation and process • Experience of year end procedures

Other	<ul style="list-style-type: none">• 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.