

## Hebden Royd Town Council - Person Specification

### Finance Administrator

**POST GRADE: NJC Point 21-24 FTE £30,825 - £33,024 (Pay Award Pending) – 0.2 FTE**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EXPERIENCE</b>	<p>Production of Monthly management accounts and Year End Accounts</p> <p>Experience of audit procedures</p> <p>Budget management</p> <p>Understanding of Journals, control accounts and Reserves</p> <p>Managing activities within pre-agreed timescales and deadlines.</p> <p>Independent decision making, applying judgement as to when to refer decisions.</p> <p>To demonstrate the ability to be an effective part of a team, supported by, and supporting colleagues.</p>	<p>Previous experience in local government administration.</p> <p>Knowledge of AGAR preparation</p>	<p>Application form, interview, and references.</p>
<b>QUALIFICATIONS / KNOWLEDGE</b>	<p>Educated to A level or equivalent.</p> <p>Qualified or part-qualified with a recognised accounting qualification</p>	<p>Fully qualified accountant</p> <p>Theoretical and/or practical knowledge of the financial procedures of a local council</p>	<p>Education certificates</p> <p>Application Form</p> <p>Interview</p>
<b>SKILLS AND ABILITIES</b>	<p>An ability to demonstrate an elevated level of competence in IT skills including Microsoft Office.</p> <p>The knowledge and competent use of a variety of specialist computer software</p>	<p>Theoretical and/or practical knowledge of the financial procedures of a local council</p>	<p>From application form, questioning at interview and practical tests.</p>

	<p>packages in particular Sage Accounts dealing with analysis and digital platforms/online resources.</p> <p>Operation of effective accounting systems, including bookkeeping, cash management, VAT returns, payments, online banking, petty cash.</p> <p>Preparation of journals, financial reports, and management accounts</p> <p>Excellent financial experience and commercial awareness.</p> <p>Excellent written and oral communication skills.</p> <p>Good analytical skills.</p> <p>General administration skills.</p> <p>Ability to build effective working relationships with Members of council, staff, and a range of stakeholders.</p> <p>Evidence of working as part of a team to achieve results by breaking down the organisational barriers that prevent new ways of working.</p> <p>Evidence of self-evaluation and learning for best practice.</p> <p>An ability to work to tight deadlines and respond quickly to demands.</p>		
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<b>TRAINING</b>	Willingness to undertake training.	Further specialist training relevant to role	From application form and interview.
<b>DISPOSITIONS / ADJUSTMENTS / ATTITUDE</b>	<p>Self-motivated and proactive individual, able to use own initiative without supervision.</p> <p>Excellent time management and organisational skills with the ability to work under pressure. Successfully cope with a varied workload, prioritise, and set deadlines and manage conflicting and changing demands.</p> <p>Flexible and adaptable with can do and problem-solving attitude.</p> <p>Commitment to and an understanding of equality and diversity issues.</p>		From questions at Interview and application form.
<b>CIRCUMSTANCES</b>	Available to work evenings and weekends when required		From questions at Interview and application form.