

SOMERTON TOWN COUNCIL

FINANCE OFFICER

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • AAT qualified (or higher) • Minimum of GCSE grades A-C (or 9-6) in English and Maths or equivalent • Willingness to undertake relevant training to the role 	<ul style="list-style-type: none"> • Certificate in Local Council Administration (CiLCA), or Introduction to Local Council Administration (ILCA)
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of liaising successfully with contractors and other stakeholders to successfully complete a project within budget and to a deadline • Experience of successful partnership working • Tenacity, Resilience, and a sense of humour. • Success at managing own workload. 	<ul style="list-style-type: none"> • Experience in local government, particularly town or parish council level. • Experience of formal committee work, preparing reports and the use of IT to support these functions. • Knowledge of the Parish highly desirable.
Skills	<ul style="list-style-type: none"> • Significant experience in the use of Microsoft Office 365, particularly Word, Excel, Publisher, and Outlook. • Experience with accounts software, including Sage. • Internal and External Audit Liaison. • Excellent oral and written communication skills including being able to speak in a public forum. • Excellent administrative and organisation skills, with the ability to multi- task and prioritise, set targets, and achieve positive outcomes. • To be able to organise and manage resources effectively. • Strong customer service skills. Ability to interact with a variety of stakeholders in a professional and supportive manner 	<ul style="list-style-type: none"> • Writing successful funding applications. • Knowledge of local authority audit processes. • Experience of financial processes
Personal Qualities	<ul style="list-style-type: none"> • Able to work flexibly. • Able to work well unsupervised or as part of a team. • Self-motivated, with a positive 'can do' attitude. • Ability to take ownership of a task and see through to completion. • Able to attend evening meetings, and occasional weekend events. 	<ul style="list-style-type: none"> • The ability to deal with potentially challenging circumstances.