

## PERSON SPECIFICATION

Job Title: Finance Manager

<i>CATEGORY</i>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>1. Qualifications</b>	Educated to Degree level or equivalent	Finance qualification – AAT Technician minimum
<b>2. Related Experience</b>	Evidence of experience of accountancy or Financial Planning. Experience in producing budgets, forecasts and statistics. Ability to prepare and monitor budgets	Understanding of Local Government and in particular the role of Town and Parish Councils.
<b>3. Skills and Abilities</b>	Good inter-personal skills with an ability to communicate effectively either in writing and orally. Strong administrative and organisational skills; ability to work in a logical manner, plan and organise own work, meet strict deadlines, attend to detail, maintain accurate records. Knowledge of Microsoft applications and databases. Good judgement and ability to manage own workload and work well under pressure. Familiarity with Sage 50 and Sage Payroll or similar systems Ability to summarise and clarify complex information highlighting key issues and facilitating understanding. Ability to negotiate contracts.	Strong presentation skills
<b>4. Personal Qualities</b>	Methodical and thorough approach. Innovative and problem solving abilities. Enthusiasm and energy. Confident networker with an ability to form alliances and partnerships both internally and externally	
<b>5. Other requirements</b>	Flexible, able to attend evening Committee meetings as necessary.	