



PERSON SPECIFICATION

Post Title: Assistant Finance Manager

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	CCAB Qualified		Application form
Experience and knowledge	<p>Experience of budget planning, monitoring and reporting.</p> <p>Experience of analysing data to produce forecasts which inform and influence medium term financial planning.</p> <p>Fully IT literate with experience of working with Microsoft Office applications (Word, Excel, Outlook).</p>	<p>Significant Financial Management experience.</p> <p>Local Government / Public Sector experience.</p> <p>Technical accounting knowledge in relation to production of statement of accounts.</p> <p>Experience of developing and implementing Financial policy and controls to meet service and Finance objectives</p> <p>Communicating technical financial information to non-finance specialists in an easily understandable way.</p>	Application and interview
Skills	<p>Interprets and uses financial information to inform decisions and manage risks</p> <p>Excellent communication skills with the ability to communicate orally and in writing with a range of people.</p>	<p>Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant.</p> <p>Ability to take action to implement new ideas within their area of responsibility.</p>	Application and Interview



Personal Attributes	<p>Highly organised and flexible to manage several on-going tasks.</p> <p>Produces work to a high standard.</p> <p>Organised, adaptable and responsive to change.</p>		<p>Interview</p>
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