

Finance Technician

Person Specification		
Qualifications		
1	Part AAT qualified (or equivalent) or at least 3 years' experience in a similar position	Essential
2	Willingness & ability to obtain &/or enhance qualifications &/or training for development in this post	Essential
3	Relevant post qualification experience	Desirable
4	Membership of AAT or CCAB part qualified	Desirable
Relevant Experience		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form or 2 years' experience in each of the areas listed below:		
5	Proven experience working in a finance related role in a local authority	Essential
6	Experience of working with computerised financial systems	Essential
7	Experience of balance sheet reconciliations	Essential
8	Budget preparation and final accounts	Desirable
9	Working within a finance team	Desirable
10	Provision of financial advice and information to budget holders	Desirable
11	Budgetary Control and monitoring	Desirable
12	Completion of statistical and grant claims	Desirable
Knowledge & Skills		
All applicants must be able to demonstrate, by providing personal and specific examples on the application form of each of the following skills listed below:		
13	Knowledge of current accounting practices and standards	Essential
14	Experience and knowledge of ICT financial systems and Microsoft applications particularly excel and word	Essential
15	Accuracy in work – both numeracy and attention to detail	Essential
16	Ability to research a variety of sources and to present findings in a coherent manner	Essential
17	Ability to demonstrate effective team work	Essential
18	Good analytical skills	Essential
19	Good organisation skills, to meet deadlines	Essential
20	Able to communicate information and ideas effectively both orally and written	Essential
21	Knowledge of local government finance	Desirable
22	Knowledge of technical aspects of finance	Desirable
23	Good level of written and oral communication skills	Desirable
24	Ability to contribute positively to a team	Desirable

Personal Characteristics		
25	Good communication and interpersonal skills and ability to work on own initiative	Essential
26	Ability to work as part of a team	Essential
27	Adaptability to changing working practices	Essential
28	Willingness to be flexible to provide cover in the Finance team	Essential
Physical Attributes		
29	Must be able to meet the physical and travel/mobility requirements of the post (with or without reasonable adjustments)	Essential
Additional Factors		
30	Ability to live and display the One Council Values and behaviours at work	Essential
31	Flexibility in working hours	Essential
32	To ensure the service complies with current regulations, accept professional standards, council's policies and procedures including (data protection, safeguarding, equalities and health and safety)	Essential