

Person Specification - Responsible Financial Officer

	Essential	Desirable	Method of Assessment
Qualification	Scribe accounts software	Qualified accountant AAT/ACCA/ACA Membership of the Society of Local Council Clerks Certificate in Local Council Administration (CILCA)	Application Form Selection Process Examination of certificates at interview
Experience	Involvement in Audit Process Worked in a team environment	Payroll and pension administration People Management 2 years or more experience as a Responsible Financial Officer	Application Form Selection Process
Skills/Knowledge	Proven ability to plan and implement projects Scribe Computerised accounting IT Skills enabling use of word processing, spreadsheets, email and internet Good numeracy, literacy and presentation Commitment to public service	Sage 50 Cloud computerised accounting Excellent numeracy, literacy and presentation skills Good understanding of issues facing Town/Parish Councils and the environment in which they operate Understanding of local Council procedures and law	Application Form Selection Process
Character and personal qualities	Able to work outside normal working hours (with adequate notice) Comfortable to speak in groups A valid UK driving licence CILCA Qualified - Recent CPD attainment Able to build professional working relationships Commitment to providing a high standard of service Comfortable acting on instructions issued from Town Clerk Political sensitivity, tact and diplomacy	Public Speaking Access to car or mobility support Commitment to long term CPD	Application Form Selection Process Pre-employment checks