

**BROUGHTON ASTLEY PARISH COUNCIL  
RESPONSIBLE FINANCE OFFICER PERSON SPECIFICATION**

	Essential	Desirable	Method of assessment
<b>Education</b>			
Good standard of general education to GCSE level or equivalent	X		C
High level of literacy and numeracy	X		I / T
Education to A. level standard or above		X	C
Relevant qualification in local government e.g. FiLCA or willing to work towards qualification		X	C
<b>Experience and Knowledge</b>			
Working in an office environment	X		A / I
Experience of dealing with a wide range of people, within and external to the organisation		X	A / I
Experience of producing reports	X		A / I
Local government experience, especially in a town or parish council		X	A / I
Recognised financial qualification	X		C
Experience of accounting software	X		A / I
<b>Skills and Personal Qualities</b>			
High standard of written and verbal communication	X		A / I
Good interpersonal skills, including ability to relate sensitively and appropriately for the nature of the topic in hand	X		A / I
Organised and diligent working attitude	X		
Clear speaking manner (telephone and in person)	X		A / I
Fully computer literate and able to use various programs confidently and competently	X		I / T
Good administrative skills	X		A / I
Ability to work effectively, flexibly and enthusiastically in a small team	X		A / I
Ability to work accurately and pay attention to detail, to work to deadlines and under pressure	X		A / I
Ability to deal with several different strands of work concurrently, organise work and set priorities	X		A / I
Ability to work unsupervised and on own initiative	X		A / I
Interest in and empathy with local community issues		X	A / I
<b>Special conditions</b>			
Able to attend monthly and quarterly evening meetings	X		A / I
Willing to attend training for the job as necessary	X		A / I
Ability to drive and have the use of a vehicle for business use. An allowance is payable for business mileage. The post holder must insure the vehicle for business use		X	A / I

KEY: A = Application form C = certificates I = Interview T = Testing