

**EMPLOYEE**

**SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Directorate:** | Resources | **Section:** |  Accountancy Services |
| **Post No:** REFI01006 | **Designation:** Finance Manager  | **Grade:** 15, SCP 42 – 43 |
| **Qualification:****E** Full professional membership of a CCAB accounting body or CIMA with at least three  years post qualification experience**E** Evidence of continuing professional development |
| **Knowledge/Skills/Abilities:** **E**  Detailed understanding and up-to-date knowledge of Local Government finance, the  latest accounting standards (e.g. IFRS) and the Code of Practice for Local Authority  Accounting **E** Ability to plan and prioritise work and control and manage workloads and the ability to  work to tight deadlines in a pressurised environment**E**  Ability to use sound judgement and initiative in applying financial concepts and  standards and in using financial management context**E**  Supervisory/Management/Leadership skills**E** Competent ICT skills**E** Analytical skills**E** Excellent written and verbal communication skills and the ability to present complex  financial information and reports to a variety of audiences |
| **Experience:****E**  Significant experience of closure of accounts, financial reporting and producing the annual Statement of Accounts**E**  Significant experience of preparing budgets, forecasting and financial monitoring,  (revenue and/or capital)**E** Experience of representing finance on key projects and being part of an operational project team**E** Experience of externally and grant funded schemes and regimes **E** Experience of balance sheet management in a public sector body**E** Significant experience in staff supervision**E** Training individuals (financial and non-financial staff) on an individual and group basis**E** Public sector experience**D** Experience of Computerised Financial Management Information System, preferably  Civica Financials, and knowledge of how ledgers integrate**D** Experience of Treasury and Cash Flow management |
| **Special Requirement:****E** The candidate must be able to demonstrate an ability to work both as a team member  and alone under his/her own initiative  |
| NB E Essential D DesirableDate Produced: May 2024 |