

**EMPLOYEE**

**SPECIFICATION**

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| **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 Desirable  Date Produced: May 2024 | | | | |