

**PERSON SPECIFICATION:
FINANCE ASSISTANT**

Role summary:

The Finance Assistant has a supporting roles within the council, they help track the organisation's transactions. This involves entering financial data into databases, processing business invoices, preparing balance sheets and income statements and reconciling bank statements. They might also create cost-benefit analysis reports, process tax payments and perform general administrative duties, for example, filing and organising documents.

The post-holder ensures that Council decisions are implemented lawfully and efficiently, that public resources are managed prudently. Upholding transparency, accountability, and a commitment to **equality, diversity, and inclusion** in all aspects of the Council's work. And take direction from the Town Clerk

This person specification outlines the essential and desirable qualities required for the role, along with how each criterion will be assessed during the selection process.

Criteria	Essential	Desirable	Assessment method
1. Education & qualifications	Educated to A-level or equivalent professional experience, demonstrating the ability to perform the role effectively.	Advanced qualification in finance.	Application (e.g. application form and certificates)
2. Experience & Knowledge	Ability to manage a diverse workload, meet deadlines, and adapt to changing priorities in a dynamic environment.	Experience in small/medium council finance operations context. Experience in public records management and regulatory reporting. Community & Inclusion: Demonstrable commitment to community engagement and to equality, diversity and inclusion.	Application: details of work history and Interview examples.

Criteria	Essential	Desirable	Assessment method
3. Skills & Abilities	Proficient in IT and digital tools, including standard office software (e.g. Microsoft 365) to deliver services.	<p>Problem solving: Able to identify issues, evaluate options, and develop effective solutions to support the Council.</p> <p>Committed to continuous improvement development (CID) – willing to undertake training needs identified.</p>	Application and Interview
4. Communication & Engagement	Good communication skills, both written and oral. Able to draft clear reports, communicate information in an accessible way for elected members and residents.	Good interpersonal skills – able to interact with councillors, colleagues, members of the public, and external partners impartially, diplomatically, and professionally, maintaining trust and credibility.	Application (e.g. quality of personal statement) and Interview
5. Financial Management	<p>Ability to manage public finances and budgets. Experience in preparing budgets, monitoring income/expenditure, providing financial reports and advice, and ensuring effective financial controls in line with governance requirements.</p> <p>Proficient in using computerised accounting systems and spreadsheets for bookkeeping, budgeting and reporting.</p>	<p>Familiarity with local government accounting software and financial management tools.</p> <p>Experience procuring services, ensuring value for money and compliance with procurement rules.</p> <p>Experience administering payroll, HMRC PAYE, and pension contributions, ensuring accuracy and compliance with regulations.</p>	Application and Interview
6. Motivation & Personal Qualities	Self-motivated, with a proactive work ethic and desire to actively seeks improvements to benefit the Council.	Willing and able to attend evening meetings and weekend events very occasionally.	Interview

Criteria	Essential	Desirable	Assessment method
	<p>Embraces change and innovation with a positive attitude. Able to respond flexibly to new demands or evolving priorities.</p> <p>Acts with integrity, honesty, and political neutrality, maintaining the trust of elected members and the public. Upholds the highest standards of public service conduct, including confidentiality.</p> <p>A supportive team player who builds strong working relationships internally and externally.</p> <p>Commitment to the Council's core values and the principles of equality, diversity and inclusion. Demonstrates respect for all individuals and communities, and is passionate about delivering quality services to meet local needs.</p>		

Notes: This person specification should be read in conjunction with the job description, which details the general responsibilities and expectations of the role.

We are committed to fair and inclusive recruitment. We welcome applicants from all backgrounds and will ensure that our process is transparent, unbiased, and aligned with our equality and diversity principles.