**Responsible Finance Officer (RFO)**

**Person Specification**

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| **Person Profile** | **Essential** | **Desirable** |
| **Education & Qualifications** | Financial and/or business administration or equivalent knowledge and experience. | FiLCA/CiLCA qualified or relevant experience |
| **Relevant experience** | The ability to work successfully delivering a broad range of financial outcomes.Competency in providing and overseeing financial administration, including bookkeeping, payroll, internal audit and external audit.Ability to develop and enhance existing and new services and projects.Ability to plan and organise own workload with minimum supervision, taking responsibility for delivery of tasks. | An understanding of local councils and their governance and accountability framework.Experience creating financial business plans for services and projects. |
| **Knowledge & Skills** | Excellent numeracy skills and knowledge.Strong analytical and research skills and an ability to explain complex information and data in simple and meaningful terms.Financial reporting and verbal communication skills demonstrating the ability to provide clear, accurate and concise information.Use of financial and payroll software.Evidence of working with information and communications technology, particularly Windows-based software, e-mail and internet services.A clear understanding of confidentiality and data protection requirements in the workplace.Knowledge of personal responsibilities for health and safety. | Good knowledge of public services or of external agencies or partner organisations.Knowledge of the roles and responsibilities of parish and other local government councils. |
| **Interpersonal & Communication Skills** | Good verbal and written communications skills.Ability to provide accurate advice and guidance to the Parish Council on a range of issues.Professional and polite when dealing with colleagues and members of the public.Ability to provide accurate, timely advice, resolving queries and solving problems.Able to record proceedings at meetings and produce accurate minutes.Able to implement and suggest potential improvements to working practices.Work effectively as a member of a team, supporting colleagues and demonstrating a flexible approach.Ability to provide cover for team members in their absence, where appropriate.A positive attitude, commitment and enthusiasm. | Ability to contribute to the delivery of continuous improvement of administration systems, processes and services. |
| **Additional Requirements** | Availability to work on Wednesday evenings.Self-motivated with the ability to prioritise.Ability to meet targets and deadlines.Ability to work in a team.Patience and the ability to listen.Willingness to develop knowledge and understanding of the services provided by the Parish Council.Willingness to learn relevant procedures and systems.Adaptable to change.Able to work remotely (work laptop supplied). |  |