

**Person Specification**

**Finance Officer  
Westfield Parish Council**

<b>Finance Officer</b>		
	<b>Essential</b>	<b>Desired</b>
<b>1. Educational qualifications</b>	Good general education: 5GCSEs or equivalent including Maths and English	Educated to degree or HND level  Qualified or part qualified to AAT level 2, or equivalent.
<b>2. Work Experience</b>	Experience of using computerised accounting and payroll systems  Strong written and verbal communication skills  Advanced organisational and administration skills  Ability to monitor expenditure	Experience of using MoneySoft payroll software  Experience of minuting meetings.  Experience of preparing VAT returns.  Experience of pensions procedures and administration.  Experience of local government finance  Experience of working with the public.
<b>3. Skills/ knowledge and aptitude</b>	Able to produce financial reports  IT skills – Microsoft office  Ability to problem solve and prioritise tasks within a deadline.	Ability to understand the legal framework in which the Town Council operates.

	Able to deputise for Clerk in his/her absence.	
<b>4. Motivation</b>	<p>Able to maintain good relationships with Councillors, contractors and public.</p> <p>Self reliant and self motivated.</p>	Willingness to undertake training and to act as one of the Parish Council's representatives.
<b>5. Other</b>	Able to attend evening meetings and demonstrate flexibility as required.	