

Responsible Financial Officer - Kingsclere Parish Council

Person Specification



Criteria	Essential	Desirable
Educational Qualifications	- GCSE English and Maths (grades A-C) or equivalent - High level of literacy and numeracy - Commitment to attain Financial Introduction to Local Council Administration (FiLCA) if not already qualified within 2 years	Financial Introduction to Local Council Administration (FiLCA)
Work Experience	- Experience in management of finances, budgeting, and planning for an organisation or business - Skilled in producing comprehensive, well-written reports - Ability to manage varied and changing work priorities - Experience dealing professionally with members of the public - Experience in processing financial data and analysis of, with supporting wide variety of skills. - Proven experience in budget monitoring - Experienced in using windows systems i.e. Outlook, Word and Excel - Experienced in Microsoft 365 - Experience of policy review and management - Office/Admin experience	- Previous experience in local government - Familiarity with audits - Experience updating and maintaining websites - Managing contractors - Advising teams or individuals on financial or legal obligations - Proven success in applying for grants - Experience of minute taking / writing up - Experience of AdvantEDGE Software Package

Skills, Knowledge, and Aptitudes	• Proven organisational, administrative, communication and basic IT skills • Ability to work unsociable hours (e.g. evening meetings) • Commitment to public service and community focus • Knowledge and experience of how to develop and manage budgets • Financial acumen • Knowledge of relevant financial procedures • Drive to move the Council's services forward in challenging times • Excellent communication, negotiating and interpersonal skills, building a rapport with a range of stakeholders • Able to deliver through partnership arrangements including through the charity and public sectors • Able to attend and travel to meetings where necessary • Enthusiasm for delivering quality services to the community • Willing to participate in all training relevant to the job role • Understand the importance of excellent customer service and how to deliver this • Ability to communicate in a written and oral form • Awareness of the need for confidentiality • Good interpersonal skills and respectful towards other people • Flexible approach to work duties • Ability to work as part of a team • Ability to prioritise workload and work under pressure • Ability to work efficiently and effectively under pressure and on own initiative • Good attention to detail • Professional and presentable at all times	• Understanding of Parish Council operations • Skilled in managing finances for organisations • Knowledge of internal and external audits in a parish council setting • Effective priority management • Proven success in grant applications
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	• Ability to present and behave in a professional and knowledgeable manner • Ability to use own initiative and experience to seek solutions • Open to new ideas, projects and concepts • Works with tenacity and integrity	
Communication Skills	• Excellent written communication skills • Ability to engage effectively with people from all backgrounds and circumstances	• Excellent verbal communication skills
Motivation and Ethics	• Ability to work diligently from home or office • Effective and efficient under pressure with minimal supervision • Trustworthy and able to handle confidential matters • Self-motivated, confident, and adaptable	
Other	• Available for at least 16 evening meetings, held currently on Mondays • Ability to travel within the parish as needed	