PERSON SPECIFICATION

Job Reference:	FD007	Job Title:	Financial Officer
Grade:	AP4/D	Reports To:	Accountant
Department:	Finance	Division/Section:	Finance

Attributes	Essential	Desirable	Method of Assessment		
			CV	INT	ASS
Educational Attainment					
National 5 Level A-C or equivalent in English and Maths/Arithmetic	X				
Further or higher education ie HND Accountancy or equivalent*	X				
Knowledge Required					
Detailed knowledge of public financial processes and legislation, including defining practical processes from legislative requirements	X				
Experience Required					
Experience in public and/or private sector accounting environment	X				
Experience of accounting & budgeting cycles/processes	X				
Must have an understanding of the role of Finance within a complex organisation	X				
Experience of: - General accounting and reconciliation processes - Providing financial services to operational departments - Account reconciliation/ management	X				
Experience of the year end audit process, including liaising directly with external auditors		X			
Experience in local government		X			
Experience of: - VAT administration - Processing monthly VAT returns - Statistical returns		X			

Attributes	Essential	Desirable	Method of Assessment		
Experience Required					
Experience of interpreting financial information and presenting it in appropriate format to interested parties	X				
Skills and Aptitudes Required					
High level of computer skills working within a Windows environment utilising the Microsoft Office Suite including Excel and Word	X				
Must be able to work under pressure, meet deadlines and prioritise their work.	X				
Have good persuasive skills		X			
Personal Qualities Required					
Customer service ethic	X				
Team player, able to build trust and understanding quickly	X				
Must be self-motivated and have the ability to work to instructions and use initiative when required.	X				
Must have good organisational skills. Be able to work as part of a team contributing to projects and able to adhere to timescales etc.	X				
Must be articulate, clear, and concise. Have the ability to communicate effectively both orally and verbally.	X				
Be responsible for actions, professionalism and tasks of the post.	X				
Demonstrate responsibility to project manage strategic financial projects and report to senior finance management as required.		X			
Other					
Circumstances					
Working unsociable hours to meet operational needs where required.		X			

*Mandatory requirement for progression to Grade D. This requirement is for qualifications and/or suitable experience.