

# Crowthorne Parish Council

<b>Person Specification – Finance Officer</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>1. Educational qualifications</b>	Good general education: 5 GCSEs or equivalent including Maths and English	A recognised qualification in local government administration
<b>2. Work Experience</b>	<p>Experience of using manual/computerised accounting/payroll systems</p> <p>Experience of working in a financial setting and year end procedures</p> <p>Experience of dealing with the public</p>	<p>Experience of using SAGE 50 Accounting and Payroll systems</p> <p>Previous local government experience to include note taking</p>
<b>3. Skills/ knowledge and aptitude</b>	<p>Able to produce reports on financial and other subjects</p> <p>Strong Excel and IT skills</p> <p>Ability to meet deadlines and problem solve</p>	<p>Ability to understand the legal framework in which the Parish Council operates.</p> <p>Understanding of operating environment of Parish Council</p>
<b>4. Motivation</b>	<p>Able to maintain good relationships with Councillors, contractors and public.</p> <p>Self reliant, motivated and have a positive attitude.</p>	Willingness to undertake training and to act as the Council's representative.
<b>5. Other</b> <b>Driving licence, car owner and ability to travel</b>	Able demonstrate flexibility and perform additional duties as required	Smart professional appearance appropriate to a Parish Council environment.