



Lyme Regis Town Council

Person Specification

Job Title	Finance Manager	Grade	SCP 30 to 35 (Up to SCP 39 if RFO role is taken on)
Section	Office team	Hrs	37hrs' per week
Reporting To	Town Clerk	Working Pattern	Monday to Friday, 9am to 5pm, with some evening, weekend and bank holiday work

Assessment Criteria	Essential	Desirable
Educational qualifications	GCSEs in English and Maths, minimum grade C AAT, CCAB part-qualified, or equivalent	A degree or relevant professional qualification
Work-related experience and associated vocational training	Three years' experience of budget preparation, monitoring and year-end closure Experience of working on own initiative and as part of a team	Sage financial systems, and linking Sage financial systems to other systems Financial analysis, projections and modelling Treasury management Experience of managing ICT Asset management Experience of local government finance and administration
Knowledge	Knowledge of accounting procedures and statutory requirement IT Literate Knowledge of business and administrative procedures.	Internal and external audit Understanding of procurement processes Performance management systems

Personal skills and qualities	Good writing and communication skills Strong numerical, analytical and problem solving skills Ability supervise and direct others Strong team-worker. Ability to work under pressure. Ability to organise and prioritise own work, that of others, and ensure deadlines are met. Instils trust, respects confidentiality, and inspires confidence. Ability to develop strong relationships and promote the council's interests with external organisations. Balances assertiveness with flexibility. Possesses a 'can do' attitude Committed to diversity and equality of opportunity.	
Special working conditions	Some evening, weekend and bank holiday work.	