



Lyme Regis Town Council
Person Specification

Job Title	Temporary Finance Officer	Grade	SCP 31-34
Section	Office team	Hours	37hrs' per week, normally 9am to 5pm
Reporting To	Deputy Town Clerk	Working Pattern	Mon-Fri, with occasional evening work

Assessment Criteria	Essential	Desirable
Educational qualifications	GCSEs in English and Maths, minimum grade C AAT, CCAB part (at least)-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
Knowledge	Knowledge of accounting procedures and statutory requirement with a particular focus on public-sector year-end procedures IT literate Knowledge of business and administrative procedures	Internal and external audit Understanding of procurement processes
Personal skills and qualities	Good writing and communication skills	

	<p>Strong numerical, analytical and problem-solving skills</p> <p>Strong team-worker</p> <p>Ability to work under pressure</p> <p>Ability to organise and prioritise own work and ensure deadlines are met</p> <p>Instils trust, respects confidentiality, and inspires confidence</p> <p>Flexibility in approach to work</p> <p>Possesses a 'can do' attitude</p>	
Special working conditions	Some evening work	