

Lyme Regis Town Council

Person Specification

Job Title	Assistant Finance Manager	Grade	SCP 4-19 (£18,933 - £25,481)
Section	Office Staff	Hours	30-37 hours per week
Reporting To	Finance Manager	Working Pattern	Monday to Friday, between 9am and 5pm

Assessment Criteria	Essential	Desirable
Educational qualifications	<ul style="list-style-type: none"> • A minimum of four GCSEs or equivalent, two of which must be mathematics and English language, or equivalent ability 	<ul style="list-style-type: none"> • Qualification at Level 3 or above in finance or finance related subject • Prepared to undertake relevant training
Work-related experience and associated vocational training	<ul style="list-style-type: none"> • Financial experience with a good understanding of office and finance procedures • Handling credit and debit information from suppliers 	<ul style="list-style-type: none"> • Payroll • Bank reconciliations • Procurement • Previous experience of working with members of the public
Specialist knowledge	<ul style="list-style-type: none"> • A good understanding of at least one finance software package • A good understanding of Microsoft Office 	<ul style="list-style-type: none"> • Knowledge of Sage • An understanding of local government
Job-related skills	<ul style="list-style-type: none"> • Good numerical skills • Good analytical skills • Good written skills • Good communication skills • Able to manage conflicting priorities • Able to meet deadlines • Able to take instruction • Able to work on own initiative • Flexible • Team-worker • Self-motivated • Organised • Receptive to new ideas and change 	
Other factors	<ul style="list-style-type: none"> • Prepared to occasionally work outside normal working hours • Prepared to undertake training • Prepared to provide cover on the front desk if necessary 	