# Bury_Council_Logo_NEW

**RESOURCES & REGULATION**

# **PERSON SPECIFICATION - FINANCE MANAGER**

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| **ASSESSMENT METHOD** | **SHORT-LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Application Form | Basic qualifications to demonstrate competency in literacy / numeracy. |  |  |
| Application Form | AAT Qualified (Level 4) or equivalent. |  |  |
| **KNOWLEDGE / EXPERIENCE** |
| Application Form | Experience of working in a Local Authority or equivalent environment. |  |  |
| Application Form/ Interview | Experience of the procedures and practices in the preparation of revenue & capital estimates, budget monitoring, reporting, and variance analysis / investigation |  |  |
| Application Form/ Interview | Experience of preparing and contributing to statutory year end closure of accounts requirements |  |  |
| Application Form/ Interview | The ability to provide clear and understandable financial advice and information to a wide range of individuals, organisations and agencies. |  |  |
| Application Form/Interview | Experience of working with staff at different levels, from both financial and non-financial backgrounds. |  |  |
| Application Form/Interview | Experience of working on own initiative and managing own workload. |  |  |
| **SKILLS** |
| Application Form/Interview | Ability to manage a range of activities and work to deadlines. |  |  |
| Application Form/Interview | Ability to think innovatively and develop creative solutions / business cases. |  |  |
| Application Form/Interview | Ability to work with care and precision e.g. when processing large amounts of data. |  |  |
| Application Form/ Interview | Excellent interpersonal and communication skills including written and verbal. |  |  |
| Application Form/ Interview | Ability to foster team working and a positive ‘can do’ attitude.  |  |  |
| Application Form/ Interview | Ability to use IT at a high standard using such packages as Outlook, Word and Excel |  |  |
| Application Form/Interview | Experience of using Unit 4 Agresso system or any other financial database. |  |  |
| Application Form | An understanding and commitment to the development of equal opportunities in service provision | ✓ |  |
| Application Form/ Interview | Ability to work within prescribed timescales – e.g. Monthly accounting timetable. |  |  |