

Person Specification

POST:	DEPUTY HEAD OF FINANCE	SALARY:	12
DIRECTORATE:	CHIEF EXECUTIVE	POST NO:	

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
One Team One Wyre	
Works with colleagues across the Council and with partner organisations to achieve the best outcomes.	Interview
Builds effective relationships outside immediate team.	Interview
Creates good customer relationships and demonstrates the highest level of customer care.	Interview
Shares a sense of pride in the work of the Council.	Interview
Communicates effectively.	Interview
Professional and polite and earns the respect of management and colleagues.	Interview
Participates in corporate working to ensure integrated service provision.	Interview
Together We Can	
Works flexibly and is receptive to new ideas and different ways of working.	Interview
Demonstrates a positive can do approach.	Interview
Embraces a culture of continuous improvement.	Interview
Encourage a culture of participation where staff feel empowered and valued.	Interview
Work Smart	
Ensures public money is spent in the smartest way possible.	Interview
Is accountable and transparent and takes responsibility for own actions.	Interview

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Demonstrates integrity, honesty and trustworthiness as set out in the Council's Code of Conduct.	Interview
Evaluates and manages operational risk.	Interview
Brings commerciality into everyday thinking.	Interview
Organised in terms of prioritising and completing work.	Interview
Takes responsibility for own personal development.	Interview

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
Membership of an accountancy body recognised by the International Federation of Accountants, qualified through examination, and subject to oversight by a professional body that upholds professional standards and exercises disciplinary powers.	ESSENTIAL	Application Form
Evidence of continuing professional development	ESSENTIAL	Application Form

SKILLS/KNOWLEDGE/ABILITIES	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
Extensive knowledge and understanding of local government, its current issues and their implications.	ESSENTIAL	Application Form/Interview
An understanding of public sector finance and its regulatory environment	ESSENTIAL	Application Form/Interview
Effective communication, negotiation and advocacy skills, both verbal and written	ESSENTIAL	Application Form/Interview
Effective management, motivation and leadership skills	ESSENTIAL	Application Form/Interview
Ability to work effectively as part of a team to achieve results, building robust relationships both internally and externally	ESSENTIAL	Application Form/Interview
Preparation of reports and drafting of policy documents.	ESSENTIAL	Application Form/Interview
Project planning and process	ESSENTIAL	Application Form/Interview

management skills		
Effective presentation skills	ESSENTIAL	Application Form/Interview
The ability to manage and implement change	ESSENTIAL	Application Form/Interview
Good IT literacy	ESSENTIAL	Application Form/Interview
Able to recognise when outside expertise is required for specialist advice not available within the finance function	ESSENTIAL	Application Form/Interview
Works effectively with others with political awareness and sensitivity	ESSENTIAL	Application Form/Interview

EXPERIENCE	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
Prior experience of financial management in the public or private sector	ESSENTIAL	Application Form/Interview
Experience of advising elected members and senior council officers on strategic issues	DESIRABLE	Application Form/Interview
Experience of effective corporate working	ESSENTIAL	Application Form/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL /DESIRABLE	METHOD OF ASSESSMENT(Application Form/ Interview/Test)
Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence)	ESSENTIAL	References
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues.	ESSENTIAL	Application Form/Interview

PREPARED BY: CLARE JAMES	DATE: NOVEMBER 2018
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The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability