

Yeovil Town Council



JOB SPECIFICATION

Deputy Responsible Finance Officer

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> AAT Qualified (Level 4) or CCAB qualified/part qualified. 	<ul style="list-style-type: none"> Membership of accounting body Evidence of continuous professional development
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> Advanced knowledge of Microsoft Office Suite, specifically Excel. In depth understanding of accounting concepts (debits, credits, balance sheet, revenue account, accruals, reconciliation processes etc.). Knowledge of accounting systems and procedures and systems of internal control, including account coding systems. Proven experience in preparation, control and monitoring of budgets. Experience of advising and giving guidance to officers (including budget holders) from service departments regarding accounting policies, regulations, systems and procedures. Developing and maintaining good working relationships with budget holders in relation to preparation of budgets and budget reporting. Practical experience in accounting procedures, including closure of accounts and liaising with both internal and external auditors. VAT knowledge and completing VAT returns. Sound knowledge of administrative procedures. 	<ul style="list-style-type: none"> Understanding of a local council's legal framework and operating environment. Local Council accounting knowledge or Local Government financial experience. CIPFA guidance and best practice. Payroll. Knowledge of treasury management and cash flow planning. Insurance. Risk Management. Bank reconciliation. Reviewing accounting processes within the designated portfolios and make recommendations for improvements - understanding service requirements and suggest areas for improvement. Proven knowledge of relevant current and emerging issues. Knowledge of GDPR Knowledge of Local Government Transparency Code 2015 Advising on procurement

	<ul style="list-style-type: none"> • Experience of managing other employees. • Possess problem solving, investigative skills together with the ability to interpret and manage complex financial requirements of major contracts. 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Works within recognised policies, procedures, working practices, processes and systems. • Ability to communicate effectively including: <ul style="list-style-type: none"> • Written correspondence and briefing notes; • Oral communication skills; • Good relationships with clients / customers. • Ability to maintain good relationships with a range of stakeholders.. • Ability to work on own initiative and to prioritise workloads, working effectively to deadlines. • High level of personal integrity • Proactive and assertive, adaptable and able to respond to changing demands/circumstances • Ability to problem solve 	<ul style="list-style-type: none"> • Ability to positively develop partnership working • Evidence of undertaking a leadership role • Ability to operate within a political environment but act impartially.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A genuine interest in achieving professional excellence in all aspects of work. • Committed to equal opportunities 	

April 2024