Job Title: Finance Manager Date: April 2025

|  | Essential | Desirable |
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| Relevant Knowledge and Experience | • Detailed working and up-to-date knowledge of current legislation relating to Local Authority Accounting, including IFRS and CIPFA Codes of Practice.  • Significant experience undertaken in a finance position within Local Government or related sector.  • Compiling the statutory year-end financial statement.  • Knowledge of Windows-based software and finance systems.  • Knowledge of Capital accounting and Financing.  • Knowledge of Treasury Management Code of Practice, including Prudential Code. | • Knowledge of Insurance Frameworks.  • Knowledge of Risk Management Practices.   * Knowledge of Procurement Procedure Rules and Legislation.   Collection Fund experience, including year end closedown and budgeting. |
| Qualifications | • Fully qualified CCAB accountant and member of one of the major accounting bodies. | • Educated to degree level or equivalent.  • Management Qualification. |
| Skills and Abilities | * Excellent report writing and presentation skills via use of PowerPoint. * Excellent communication skills. * Numerate. * Able to organise and prioritise work to meet deadlines. * Strong attention to detail. * Effective team worker * Problem solving skills * Flexibility in terms of hours and duties * Ability to remain calm whilst under pressure * Treat all individuals with dignity and respect * Excellent People Management Skills * Able to motivate employees and have difficult conversations |  |
| Other Requirements | * To demonstrate and promote the Council’s visions and values. |  |