Job Title: Finance Team Leader Date: 26/11/2024

|  | Essential | Desirable |
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| Relevant Knowledge and Experience | Significant experience of working in finance department, and be able to demonstrate understanding of all aspects of management accounts and double entry accounting  Ability to carry out complex bank reconciliations  Detailed experience of Accounts Receivable and Payable  Knowledge of Income management and payment processes | Experience of Insurance policies and Claim processes  Knowledge of VAT/CIS  Experience of working in project groups or running projects  Management experience |
| Qualifications | Qualified to a good standard of general education (4 GCSEs or equivalent)  AAT Qualification or equivalent experience |  |
| Skills and Abilities | Excellent communication skills.  Excellent numeracy, literacy and ICT skills and experience of Microsoft office, including Word and Excel  Able to organise and prioritise work to meet deadlines.  Strong attention to detail.  Effective team worker  Problem solving skills  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. |  |