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

|  | Essential | Desirable  |
| --- | --- | --- |
| 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 accountingAbility to carry out complex bank reconciliationsDetailed experience of Accounts Receivable and PayableKnowledge of Income management and payment processes | Experience of Insurance policies and Claim processesKnowledge of VAT/CISExperience of working in project groups or running projectsManagement 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 ExcelAble to organise and prioritise work to meet deadlines. Strong attention to detail. Effective team workerProblem solving skillsAbility to remain calm whilst under pressureTreat all individuals with dignity and respectExcellent People Management Skills Able to motivate employees and have difficult conversations  |  |
| Other Requirements  | To demonstrate and promote the Council’s visions and values.  |  |