

ROYSTON TOWN COUNCIL
Finance Assistant

Person Specification

JOB REQUIREMENTS	ESSENTIAL/DESIRABLE	EVIDENCE
Knowledge		
Financial Systems (Royston Town Council use SAGE 50 and PAYROLL)	Essential	Interview/App Form
Knowledge of bank reconciliation	Desirable	Interview/App Form
Dealing with cash & bank payments	Essential	Interview/App Form
Financial knowledge in purchase and sales ledger	Desirable	Interview/App Form
Skills and Abilities		
Ability to analyse and present financial data	Essential	Interview/App Form
Ability to use a range of computer software	Essential	Interview/App Form
Excellent administration skills	Essential	Interview/App Form
Good verbal and written communication skills	Essential	Interview/App Form
Experience		
Relevant experience in a financial environment	Essential	Interview/App Form
Experience of financial and Management accounts preparation	Desirable	Interview/App Form
Experience of budget preparation	Desirable	Interview/App Form
Payroll experience	Desirable	Interview/App Form
Experience of computerised financial systems	Essential	Interview/App Form
Experience of producing spreadsheets	Essential	Interview/App Form
Educational		
Minimum of 5 GCSE's Grade C and above	Essential	Interview/App Form
Computer literate	Essential	Interview/App Form
Work-related Personal Qualities		
Positive and motivational approach to work	Essential	Interview
Flexible and adaptable	Essential	Interview
Supportive of colleagues	Essential	Interview
Excellent Customer Care skills	Essential	Interview