

## Operations Manager and Responsible Finance Officer (RFO)

### PERSON SPECIFICATION

|                                                                                                                                                                      | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Desirable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>Education and Knowledge</b><br>Strong organisational and financial skills gained ideally within local government or a similar small public sector organisation.   | <ul style="list-style-type: none"> <li>• A high standard of education – five GCSEs or equivalent, including Maths and English Grade 5/C or above</li> <li>• Experience in utilising accounting and payroll software (Omega / Sage etc)</li> <li>• Relevant finance, accounting or business qualification</li> <li>• Understanding of risk management and legislative requirements in running public facilities</li> <li>• An understanding of transparency, accountability and good governance</li> <li>• Knowledge of Health &amp; Safety legislation</li> </ul> | <ul style="list-style-type: none"> <li>• Holding or working towards the Certificate of Local Council Administration</li> <li>• Educated to degree level or equivalent</li> <li>• Management, administrative or professional qualifications</li> <li>• Experience in providing guidance on council processes and procedures.</li> <li>• Excellent working knowledge of governance and statutory obligations of Parish Councils</li> <li>• Detailed knowledge and understanding of local council administration, including the decision-making process and powers available to Parish Councils</li> <li>• Understanding of the roles of local councils and parish councillors</li> </ul> |
| <b>Experience</b><br>Proven track record in budgetary control, operational management and demonstrating a sound understanding of local government powers and duties. | <ul style="list-style-type: none"> <li>• Significant experience in accounts administration and management, budget setting and monitoring</li> <li>• Experience preparing accounts, statements and returns for audit</li> </ul>                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Procurement - contracts management, seeking quotes and best value</li> <li>• Budgetary control and financial management within a local government setting</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Experience of attending and advising at meetings and minute taking</li> <li>• Experience in risk management</li> <li>• Experience in monitoring and adhering to financial regulations and controls for local government</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Experience of preparing funding bids and administering grant funding</li> <li>• Experience of managing people</li> <li>• Previous local government experience or experience of governance arrangements such as agenda preparation and minute taking</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Skills and Abilities</b><br>Strong administrative, financial and organisational skills. Professional, tactful and able to work autonomously and manage workload effectively. | <ul style="list-style-type: none"> <li>• Ability to produce project management plans and risk assessments</li> <li>• Ability to prioritise work, set targets and organise work in an efficient manner in the light of competing and changing priorities and organisational challenges</li> <li>• Ability to communicate clearly and present clear, concise written and verbal reports</li> <li>• Ability to anticipate problems and present solutions with a positive attitude</li> <li>• Ability to deal with a wide range of people in an impartial, diplomatic and professional manner</li> <li>• Skilled in policy analysis and the ability to address and resolve complex issues</li> <li>• Competency with Microsoft Office applications including Word, Excel, and accounting software</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to establish and maintain good relationships with Councillors, colleagues and members of the public</li> <li>• Ability to communicate using online resources such as websites and social media</li> <li>• Good interpersonal and customer service skills to project a positive image and provide information and advice professionally</li> <li>• Excellent organisational skills and the ability to prioritise and meet deadlines</li> <li>• The ability to work independently and show initiative while remaining committed to equal opportunities</li> <li>• Awareness and understanding of statutory regulations relating to Parish Councils (Data Protection, Freedom of Information, Employment..)</li> </ul> |