

**EXETER CITY COUNCIL PERSON SPECIFICATION
FINANCE ACCOUNTANCY
FINANCE MANAGER – COMMERCIAL – 4394**

<u>SELECTION CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<u>QUALIFICATIONS</u>		
CCAB Qualified (or equivalent)	✓	
<u>EXPERIENCE/KNOWLEDGE SKILLS</u>		
Three years post qualification experience in accountancy	✓	
Good knowledge of financial accounting techniques and methods	✓	
Commercial accounting experience		✓
Construction or Housebuilding accounting experience		✓
Good understanding of professional accounting standards and practices	✓	
Staff management experience	✓	
A good knowledge and experience of computerised financial systems and Microsoft Office applications	✓	
Experience of financial systems development		✓
Evidence of CPD	✓	
<u>SPECIAL REQUIREMENTS/ATTITUDE</u>		
Ability to explain financial information to non-financial managers	✓	
Ability to think creatively	✓	
Ability to self-motivate	✓	
Dependable	✓	
Ability to adapt to change	✓	
Ability to prioritise workload	✓	
<u>OTHER</u>		
Good problem solving and evaluation skills.	✓	
High level of interpersonal skills.	✓	
Project planning and management skills.	✓	
Ability to prepare and manage budgets within agreed limits.	✓	
Excellent oral, written and presentation skills.	✓	
Good organisational skills and ability to work to tight deadlines and remain calm under pressure	✓	

COMPLETED BY: Director (Chief Finance Officer)

DATE: July 2020