

Responsible Financial Officer (RFO) Person Specification

Maternity cover, 6 May 2024 to 4 April 2025

Key Criteria	Essential	Desirable
Education, Qualifications and Training	<p>Qualifications gained at further education or equivalent work-based experience</p> <p>High level of numeracy and literacy</p>	<p>Recognised financial/accountancy qualification</p> <p>Financial Certificate in Local Council Administration (FiLCA)</p>
Competences (Knowledge, abilities, skills, experience)	<p>Experience of financial management</p> <p>Highly organised and methodical</p> <p>Ability to work on own initiative and to deadlines</p> <p>Ability to be able to prioritise</p> <p>Skilled in Microsoft Word and Excel</p> <p>Ability to research and identify relevant information and act on it in a timely way</p> <p>Ability to work effectively alone with minimal supervision</p> <p>Confident in abilities to build key relationships</p>	<p>Experience of working in a financial capacity in a Local Government setting</p> <p>Working knowledge of Rialtas's Alpha and Wave</p> <p>Knowledge of Epitaph software</p> <p>Experience of analysing and communicating complex information in order to produce clear and accurate reports</p> <p>Knowledge of tracking the financial aspects of projects</p> <p>Experience of health and safety management</p> <p>Experience of successful grant application awards</p> <p>Experience of asset management</p> <p>Experience of running a payroll and corresponding actions in relation to pension provision and HMRC</p>

Other requirements	<p>Productive when working remotely</p> <p>A high degree of personal integrity, tact and sensitivity</p> <p>Commitment to delivery through a team-based approach</p> <p>Access to broadband</p> <p>Full driving license and access to own vehicle</p> <p>Willingness to work evenings when Council or committees meet.</p> <p>There may be a requirement to work occasional weekends in support of events</p>	<p>Willingness to undertake training and take responsibility for own professional development</p>
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