



Responsible Financial Officer (RFO) Person Specification

Key Criteria	Essential	Desirable
Education, Qualifications and Training	Qualifications gained at further education or equivalent work-based experience High level of numeracy and literacy Commitment to obtaining the Financial Certificate in Local Council Administration (FiLCA) within 12 months of appointment	Recognised financial/accountancy qualification
Competences (Knowledge, abilities, skills, experience)	Experience of financial management Experience of running a payroll and corresponding actions in relation to pension provision and HMRC Highly organised and methodical Ability to work on own initiative and to deadlines Ability to be able to prioritise Skilled in Microsoft Word and Excel Ability to research and identify relevant information and act on it in a timely way Ability to work effectively alone with minimal supervision Confident in abilities to build key relationships	Experience of working in a financial capacity in a Local Government setting Working knowledge of Rialtas's Alpha, Wave and Brightpay Knowledge of Epitaph software Experience of analysing and communicating complex information in order to produce clear and accurate reports Knowledge of tracking the financial aspects of projects Experience of health and safety management Experience of successful grant application awards Experience of asset management

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 and there may be a requirement to work occasional weekends or public holiday in support of events</p>	<p>Willingness to undertake training and take responsibility for own professional development</p>
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