



PERSON SPECIFICATION

Job Title: Finance & Administration Manager

Location: The Harlington, 236 Fleet Road, Fleet, Hampshire, GU51 4B

Reports To: Executive Officer

1. Qualifications & Professional Knowledge

Essential

- A recognised qualification in finance, accounting, business administration, or equivalent relevant experience
- Sound knowledge of financial procedures, budgeting, and accounting principles
- Understanding of payroll, pensions, VAT, and HMRC requirements
- Awareness of governance and compliance requirements within a public sector or regulated environment

Desirable

- Professional accountancy qualification (e.g. AAT, ACCA, CIMA)
- Knowledge of local government finance and procedures
- Health & Safety qualification or training (e.g. IOSH)

2. Experience

Essential

- Proven experience of managing financial processes, including budgeting, reconciliations, and financial reporting
- Experience of payroll administration, including statutory requirements
- Experience of using financial software systems
- Experience of office or administrative management
- Experience of handling confidential and sensitive information appropriately

Desirable

- Experience in a local authority, town or parish council, or other public sector organisation
- Experience of preparing for audit and liaising with internal and external auditors

- Experience of line management or supervision of staff
- Experience of using Sage Payroll and Xero

3. Skills & Competencies

Essential

- Strong numerical and analytical skills with excellent attention to detail
- Ability to produce clear, accurate, and timely financial reports
- Good IT skills, including Microsoft Office and financial systems
- Excellent organisational skills with the ability to prioritise and manage competing demands
- Ability to work independently and use initiative
- Strong written and verbal communication skills
- Ability to maintain confidentiality and handle sensitive matters with discretion

Desirable

- Ability to interpret and present financial information to non-financial audiences
- Experience of reviewing and improving systems and processes

4. Management & Interpersonal Skills

Essential

- Ability to build and maintain positive working relationships with colleagues, councillors, and external stakeholders
- Ability to instruct, monitor, and review the performance of contractors

Desirable

- Ability to effectively manage and support staff, including conducting 1:1 meetings and appraisals
- Experience of leading change, service improvement, or organisational development initiatives

5. Personal Attributes

Essential

- High level of integrity, professionalism, and accountability
- Reliable and dependable, with a strong sense of responsibility
- Flexible approach to work, including willingness to attend evening meetings as required
- Commitment to continuous professional development
- Ability to work under pressure and meet deadlines

6. Other Requirements

Essential

- Willingness to work flexibly, including occasional evening meetings
- Commitment to equality, diversity, and inclusion
- Commitment to health and safety responsibilities and compliance with Council policies