



BERKHAMSTED TOWN COUNCIL

PERSON SPECIFICATION – FINANCE & ALLOTMENT OFFICER

Attribute	Essential	Desirable
Experience	<p>Previous finance officer experience with a thorough understanding of budgets, receipts and payments, inputting financial data and financial accounting.</p> <p>Experienced and highly proficient user of bespoke computer software packages for accounts and other records (to include accurate and speedy inputting, preparation of reports and analysis);</p> <p>Track record of managing own work load;</p> <p>Able to demonstrate experience of successful multi-tasking;</p> <p>Previous experience of dealing successfully with members of the public;</p> <p>Demonstrate a track record of excellent record keeping, both via a computer and hard copy.</p> <p>Experienced in dealing with people from all walks of life and from all levels within an organisation;</p> <p>Able to demonstrate reliability and an excellent work ethos.</p>	<p>Experience of working in local government including finance and allotments;</p> <p>Understanding of key issues and legislation in the sector;</p> <p>Experience of working within a Town or Parish Council;</p> <p>Experience of working or liaising with community and voluntary groups;</p> <p>Able to demonstrate an interest in and understanding of horticultural and associated environment matters;</p> <p>Experience of using Omega and Colony software;</p>
Skills and ability	High standard of literacy, numeracy and accuracy;	Proven ability in website and social media work.

	<p>Excellent IT skills (as above) including the Microsoft Office package (Outlook, Word, Excel and Power Point etc);</p> <p>Excellent communication skills including report writing, interpersonal and presentational skills;</p> <p>Excellent telephone manner;</p> <p>Ability to deal tactfully with people from all walks of life;</p> <p>Pragmatic and calm approach to problem solving and work generally;</p> <p>Ability to work with outside organisations, fostering good working relationships with others;</p> <p>Efficient work planning with the ability to juggle priorities, work flexibly whilst maintaining accuracy and deadlines;</p>	
Education	A minimum of two A levels or equivalent plus five GCSEs at grade A* – C including maths and English.	Educated to degree level or equivalent; professional financial qualification.
Other	<p>An interest in people and community matters;</p> <p>Ability to make visits to the allotment sites.</p> <p>The ability to attend occasional civic functions and evening meetings.</p>	A driving licence.