

Birchwood Town Council

Responsible Financial Officer [RFO]

Person Specification



Essential

- Relevant experience of working with financial records and financial information.
- Understanding of financial processes including budgeting, reporting or bookkeeping.
- Excellent IT skills including Microsoft Office and financial software.
- Ability to work independently and as part of a team.
- Highly organised with strong attention to detail.
- Strong communication and interpersonal skills.
- Commitment to confidentiality and professionalism.
- Willing to undertake training towards relevant qualifications, with full training and support provided.

Desirable

- Experience working with local authorities, suppliers and the public.
- Knowledge of local council governance, AGAR and audit requirements.
- Understanding of procurement and contract management procedures.
- Knowledge of payroll and pension administration.

Additional Information

- Flexible working hours (16 hours per week).
- Approximately one evening meeting per month as required.
- Opportunities for additional hours and duties may be available for the right candidate.
- Training and continuing professional development opportunities.