

THE VALE OF GLAMORGAN COUNCIL
PERSON SPECIFICATION

POST NO:	W-FS-EX035	DESIGNATION:	Exchequer Manager	DEPARTMENT:	Resources
SECTION:	Finance	COMPLETED BY:	Head of Finance	DATE:	29 th July 2019

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
1. SKILLS & APTITUDES	<ul style="list-style-type: none"> • Excellent ICT Skills and technically competent • Excellent data management and system skills • Excellent Oral and Written Communication Skills • Accurate with excellent attention to detail • Excellent analytical and numeracy skills • Good Interpersonal skills with an ability to relate to all levels of staff within the Organisation. 		Interview Application form
2. KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • 5 years' experience of working within a financial environment • Experience of managing staff in a financial environment. • An excellent understanding of income streams for Local Government and the recovery process associated with such debt. • An understanding and awareness of Income and Recovery legislation within Local Government • Clear understanding of systems and their interaction to support service delivery • Experience of a legislation change and 	<ul style="list-style-type: none"> • Knowledge of Oracle and Academy ICT systems 	Application form Interview

	implementation at a local / service level.		
3. ATTITUDE & MOTIVATION	<ul style="list-style-type: none"> • Ability to lead a team and motivate staff • Able to demonstrate a positive attitude towards customer care, service delivery • Ability to work and contribute effectively to a team. • Confidence to work on own initiative. • Able to respond to changing priorities and demands • Ability to work to set deadlines and ensure activities are carried out correctly • Self-motivated and enthusiastic • Commitment to the successful implementation and development of the ICT systems and practices to provide an effective and efficient payments service • Flexible approach to working 		Interview
4. QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> • Professional Financial qualification in Finance / Revenues services with 2 years post qualification experience at a Management Level • Able to demonstrate a track record of relevant achievement. 		Application form Verification of examination certificates
5. OTHER [PLEASE SPECIFY]	<ul style="list-style-type: none"> • Ability to drive/travel throughout the Vale or between locations as appropriate. 	<ul style="list-style-type: none"> • Casual car user rate will apply if it is deemed necessary for you to use your own car. 	