

Tunbridge Wells Borough Council

Person Specification



POST TITLE: Finance & Parking Systems Analyst

GRADE: G

SERVICE: Finance & Procurement

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>Proven experience of working with large and complex data sets and providing insights through analysis</p> <p>Experience of working within a multi-functional team</p> <p>Experience of project delivery and project management methodologies</p> <p>Good working knowledge of Accountancy and Cash Management systems</p> <p>Experience of using reporting and analytical tools such as Business Objects and Power BI</p> <p>Understanding of audit controls and processes</p> <p>Experience of working with multiple systems and an understanding of how data is transferred between systems through technologies such as web services, APIs and flat file transfers</p> <p>Experience of providing customer focussed technical advice or training to staff at all levels, both individually and in a group environment</p>	<p>Successful experience of working in a similar environment in a similar role</p> <p>Experience handling GDPR sensitive information</p>	<p>Application form and interview</p>
QUALIFICATIONS/ TRAINING	<p>A degree or equivalent experience in a relevant subject</p> <p>A working knowledge of accountancy</p> <p>Educated GCSE or equivalent standard in English at Grade C or</p>	<p>A degree in accountancy or a similar subject</p>	<p>Application form and interview</p>

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<p>above.</p> <p>Strong background of working with IT packages and analytical applications</p>		
KNOWLEDGE	<p>Strong IT skills and proficiency with Microsoft Office, specifically Excel</p> <p>Strong analytical skills with the ability to collect, organise, analyse significant volumes of data with attention to detail and accuracy</p> <p>Creative and logical thinking skills for problem-solving</p> <p>Ability to recognise errors and discrepancies when not obvious. To investigate on intuition and analyse outcomes, to validate, identify the cause and to find remedial solutions.</p> <p>Strong communication and customer service skills</p> <p>Team worker, yet self-motivated and able to work alone</p> <p>Ability to prioritise and manage workloads and competing demands within agreed timeframes</p>		Application form, interview, and interview test
PRACTICAL & INTELLECTUAL SKILLS	<p>Strong background working with Microsoft IT packages (including Excel, Word, PowerPoint)</p> <p>Excellent verbal and written communication skills; able to present and communicate information to teams within the Finance & Procurement Service</p> <p>Excellent time management and organisational skills; able to prioritise their own workload and meet deadlines</p> <p>Strong problem solver</p>		Application form, interview, and interview test

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
DISPOSITION/ ATTITUDE	<p>Has a pro-active, positive and approachable manner</p> <p>Has a pro-active approach in analysing the dataset available to them</p> <p>Technical, logical and thorough person who has a creative approach to problem-solving</p>		Application form and interview
SPECIAL REQUIREMENTS	Willingness and availability to work on the first day of the new financial year each year		Application form and interview