

## Tunbridge Wells Borough Council

### Person Specification



**POST TITLE:** Finance & Parking Systems Analyst

**GRADE:** G

**SERVICE:** Finance & Procurement

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>EXPERIENCE</b>	<p>Proven experience of working with large and complex data sets and providing insights through analysis                      Experience of working within a multi-functional team                      Experience of project delivery and project management methodologies                      Good working knowledge of Accountancy and Cash Management systems                      Experience of using reporting and analytical tools such as Business Objects and Power BI                      Understanding of audit controls and processes                      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>
<b>QUALIFICATIONS/ TRAINING</b>	<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 above.</p> <p>Strong background of working with IT packages and analytical applications</p>	<p>A degree in accountancy or a similar subject</p>	<p>Application form and interview</p>

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p><b>KNOWLEDGE</b></p>	<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>		<p>Application form, interview, and interview test</p>
<p><b>PRACTICAL &amp; INTELLECTUAL SKILLS</b></p>	<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 &amp; 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>		<p>Application form, interview, and interview test</p>

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>DISPOSITION/ ATTITUDE</b>	<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
<b>SPECIAL REQUIREMENTS</b>	Willingness and availability to work on the first day of the new financial year each year		Application form and interview