

Person Specification

Post Title:	Accountant		
Directorate:	Service Support		
Location:	Headquarters		
Grade:	G	Date:	August 2023

Guidance Notes

Please note that 'Essential' denotes those requirements, which the applicant **must** hold to be shortlisted for interview.

	Requirements: E = Essential D = Desirable	E/D	Measure (see below)
Knowledge and Experience			
<i>Applying Expertise and Technology</i>	Able to analyse problems and find solutions	E	3
	High levels of numeracy skills to interpret and translate financial information	E	1,2,3
	Strong ICT skills – including using large financial management systems	E	1,2
	Knowledge of public sector accounting	D	1
<i>Job Specific</i>	Able to interpret complex financial information	E	3
	Substantial experience of management and financial accounting, including the completion of reconciliations	E	1,2,3
	Experience of working on developing complex finance systems	E	1,3
<i>Coping with Pressure and Setbacks</i>	Experience of organising own workload within a busy office environment with strict deadlines	E	1
Equality and Fairness			
<i>Minimum requirement Particular EO requirement for the post</i>	Sound knowledge of and commitment to Equality, Diversity & Inclusion	E	1,3
<i>This is law and part 7 of the Code of Practice on the English language requirements for public sector workers.</i>	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E	3
Qualifications and Training			
<i>Academic Professional Job related Vocational</i>	Part Qualified and working towards CCAB Qualification with significant experience in a finance setting.	E	1,5
	Willing to undertake further training as required.	E	3

Skills			
<i>Achieving Personal Work Goals and Objectives</i>	Demonstrates the ability to take on difficult financial tasks with challenging deadlines whilst maintaining a positive outlook.	E	3
<i>Adapting and Responding To Change</i>	Demonstrates ability to deal with ambiguity and the positive opportunities it presents. Drives and creates an environment for new ideas and change initiatives	E	3
<i>Adhering To Principles & Values</i>	Demonstrates personal credibility and political awareness and sensitivity to support and enact processes at a political level	E	3
	Displays ethical standards commensurate with a public sector role and is a positive role model	E	3
	Takes accountability for own actions and decisions	E	3
<i>Creating and Innovating</i>	Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.	E	1,3
	Project Manager skills.	D	1
Other			
	Able to work outside of usual working hours as required.	E	1
	Must be willing to undertake a criminal record check	E	5

Guidance Notes

In weighing the factors "essential" denotes those requirements that the candidate **must** hold. The qualities specified must be strictly based on requirements to perform the job and must not be unnecessarily restrictive or demanding.

Measures

1 = Application Form

2 = Testing

3 = Interview

4 = Pre-Screen

5 = Other (e.g.: DBS Check/Certificates)