

Person Specification

Post Title:	Accounting Technician		
Directorate:	Service Support		
Location:	Headquarters		
Grade:	F	Date:	September 2026

NFCC Leadership Framework Level: Leading Yourself

	Requirements: E = Essential D = Desirable	E/D	Measure (see below)
Knowledge and Experience			
<i>Service Delivery</i>	Experience and knowledge of the importance of the concept of quality service and customer care.	E	3
	Experience of organising own workload within a busy office environment with strict deadlines.	E	1,3
<i>Job Specific</i>	Good numeracy skills with the ability to identify errors and resolve.	E	1,2,3
	A good understanding and experience of internal and external audit.	D	1
	Advanced excel skills	E	1,2
	Experience of using other Microsoft packages such as Power BI	D	1,3
	Experience of using a financial accounting package.	E	1,3
	Experience of working in a finance office in a variety of roles	E	1,2,3
	Must be reliable and flexible to the demands of the team, to include working outside normal hours to complete urgent work on occasions.	E	1,3
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</i>	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E	1,2,3

<i>requirements for public sector workers.</i>			
Qualifications and Training			
<i>Academic Professional Job related Vocational</i>	AAT or equivalent	E	1,4
	Willing to undertake further training as required.	D	1
Skills			
<i>Personal Impact</i>	Effective communication skills	E	1,3
<i>Outstanding Leadership</i>	Takes accountability for own actions and decisions	E	1,3
<i>Service Delivery</i>	Able to analyse problems and find solutions.	E	1,2,3
<i>Organisational Effectiveness</i>	Demonstrates ability to follow instructions or procedures. Complies with legal obligations and safety requirements of the role	E	3
Other			
Must be willing to undertake a criminal record check.		E	4

Measures

1 = Application Form

2 = Testing

3 = Interview

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