

## Person Specification

|                     |                       |              |               |
|---------------------|-----------------------|--------------|---------------|
| <b>Post Title:</b>  | Accounting Technician |              |               |
| <b>Directorate:</b> | Service Support       |              |               |
| <b>Location:</b>    | Headquarters          |              |               |
| <b>Grade:</b>       | F                     | <b>Date:</b> | December 2025 |

### NFCC Leadership Framework Level: Leading Yourself

|                                                                                                                                           | <b>Requirements:</b><br><b>E = Essential</b><br><b>D = Desirable</b>                                                                    | <b>E/D</b> | <b>Measure<br/>(see below)</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------|
| <b>Knowledge and Experience</b>                                                                                                           |                                                                                                                                         |            |                                |
| <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                            |
|                                                                                                                                           | Ability to achieve targets under pressure and to 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.                                                                     | E          | 1                              |
|                                                                                                                                           | Excellent Microsoft offices skills, specifically in excel.                                                                              | E          | 1,2                            |
|                                                                                                                                           | Experience of using a financial accounting package.                                                                                     | E          | 1,3                            |
|                                                                                                                                           | Experience of management and financial accounting.                                                                                      | 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                            |
| <b>Equality and Fairness</b>                                                                                                              |                                                                                                                                         |            |                                |
| <i>Minimum requirement<br/>Particular EO<br/>requirement for the<br/>post</i>                                                             | Sound knowledge of and commitment to Equality, Diversity & Inclusion.                                                                   | E          | 1,3                            |
| <i>This is law and part 7<br/>of the Code of<br/>Practice on the<br/>English language<br/>requirements for<br/>public sector workers.</i> | The ability to converse at ease with members of the public and provide advice in accurate spoken English.                               | E          | 1,2,3                          |
| <b>Qualifications and Training</b>                                                                                                        |                                                                                                                                         |            |                                |
| <i>Academic<br/>Professional</i>                                                                                                          | AAT or equivalent                                                                                                                       | E          | 1,4                            |

|                                                       |                                                                                                                                |   |       |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|---|-------|
| <i>Job related Vocational</i>                         | Willing to undertake further training as required.                                                                             | D | 1     |
| <b>Skills</b>                                         |                                                                                                                                |   |       |
| <i>Personal Impact</i>                                | Ability to work alone and as part of a team.                                                                                   | E | 3     |
|                                                       | Ability to explain finance processes to a non-finance person.                                                                  | E | 1,3   |
|                                                       | Good at communicating at all levels including senior management.                                                               | E | 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     |
| <b>Other</b>                                          |                                                                                                                                |   |       |
| 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)