

Person Specification

Post title	Accountant	Grade	F
Department	Corporate Finance	Post ref	FM1120/1220/1320/

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Employee Assessment
Communication	Interview
Team Working	App. Form/Interview
Delivering value for money and a quality service	Interview

Skills	Essential / Desirable	Assessment
Excellent ICT skills – proficient in the use of Excel, Word, Outlook and financial ledgers	Essential	App. Form/Test Interview
Excellent communication and interpersonal skills – verbal and written, face to face and telephone.	Essential	App. Form/Interview
Able to effectively manage workloads, prioritise and meet deadlines.	Essential	Interview

Knowledge	Essential / Desirable	Assessment
Public Sector Financial Management	Essential	App. Form/Interview
Local Authority Accounting principles and practice	Desirable	App. Form/Interview
Business Planning and budgeting setting	Essential	App. Form/Interview
Local government political framework and processes	Desirable	App. Form/Interview

Experience	Essential / Desirable	Assessment
Financial management and accounting practice ideally within a local government environment	Essential	App. Form/Interview
Use of computerised accounting systems in a similar role	Essential	App. Form/Interview
Able to maintain a consistent, professional, customer-focussed approach when dealing with colleagues and customers.	Essential	Interview

Supervision of staff	Desirable	App. Form/ Interview
Able to identify and make suggestions to improve systems, procedures and service delivery	Desirable	App. Form/ Interview

Qualifications	Essential / Desirable	Evidence
Membership of AAT or part-professionally qualified accountant, or part AAT qualified plus significant relevant financial management experience	Essential	Certificates
Commitment to continuing professional development	Essential	App. Form

Additional information / other requirements of the post
<ul style="list-style-type: none"> The postholder is eligible for casual car user allowance.

Date produced / last amended
July 2018