

Person Specification

JOB TITLE:	Senior Accountant	POST NO:	
SCALE:		DIRECTORATE:	Corporate Services
DIVISION:	Corporate Finance or Financial Management	DIRECTOR:	Executive Director Corporate Resources
DATE:	1 May 2023	COMPLETED BY:	Service Director – Corporate Finance & Service Director Financial Management

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application / (I) Interview, (P) Presentation, (W) Written Test. Add any other codes used here.]

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of legislation and government policies (A,I) Knowledge of best practice in financial control and management. (I) Knowledge of VAT within local government. 	<ul style="list-style-type: none"> Practical knowledge of local government issues including Best Value / Partnership working (I) Knowledge of general taxation regime and implications to Local Government
SKILLS & ABILITIES	<ul style="list-style-type: none"> Excellent communication skills, both verbal and written, (A,I,P) Excellent supervisory and inter personal skills with the ability to build good working relationships (I) Advanced spreadsheet knowledge and skills (A) Strong financial analysis skills using large and complex datasets Ability to present complex reports / views / arguments clearly and logically. (P,I,W) Able to work on own initiative and as part of a team (I) Good use of all Microsoft office applications including sharepoint and office 365.Ability to challenge and recognise budgetary pressures and control issues 	<ul style="list-style-type: none"> Skilled in many aspects of local government finance including presentation of accounts, accounting concepts, accounting policies, application of financial legislation and best value accounting (A,P,I) Knowledge of project management techniques

	<ul style="list-style-type: none"> • Able to devise and implement innovative solutions for use by financially and non-financially skilled personnel. • Detail orientate, highly organised and able to work with little or no supervision at times and perform under pressure. 	
EXPERIENCE	<ul style="list-style-type: none"> • Completion of government returns (A,I) • Deliver sound financial advice to budget managers, finance managers, and members • Assist in budget preparation and financial monitoring of revenue and / or capital budgets (A,I) • Assists in the preparation of statistical and financial information (A,I) • Acting in a supervisory position (A) • Delivering outcomes under pressure and within deadlines (I) 	<ul style="list-style-type: none"> • Assisted in the implementation of strategic development (I) • Been part of the management of change within an organisation. (I) • Local government finance experience (A)
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified AAT or part qualified CCAB accountant (A) 	<ul style="list-style-type: none"> • Evidence of continuous professional development
EQUALITY	<ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I) 	
CUSTOMER CARE	<ul style="list-style-type: none"> • Knowledge and understanding of effective customer care (A & I) 	