

PERSON SPECIFICATION: Assistant Accountant

Essential	Desirable	Assess by
Knowledge and Qualifications		
Significant participation within a Finance team or related field Level 3 NVQ/ GCSEs 4-9 or A*- C including English and Maths/ BTEC National in a relevant field or equivalent	AAT, HND/HNC or equivalent	Application/ Interview
Experience		
Working in a public sector financial environment Liaison with services to provide effective and efficient finance support Analysing transaction detail to verify income and expenditure is properly accounted for Proficient in using Microsoft Excel, accounting software, and other IT applications	Appreciation of how to provide the finance support service accommodating bespoke needs of budget holders Willingness to work closely with designated service areas, establishing sound working relationships to build and improve financial awareness Interpreting financial information to produce commentary on forecast and outturns Use of other IT applications such as council tax, business rates, housing or cash receipting systems	Application/ Interview
Skills and competencies		
Strong numeracy with proven analytical skills Produces consistently accurate work and demonstrates keen attention to detail Complete tasks in a timely manner, balancing priorities and meeting deadlines Takes ownership, seeing tasks through to full resolution	Able to communicate financial information clearly to non-finance professionals	Application/ Interview
Physical, mental and emotional demands		
Have a positive attitude at work and create a positive atmosphere Contributes effectively to the team and supports cross service working	Has an inquiring mindset and brings fresh perspectives	Application/ Interview

All applicants with a disability who meet the minimum requirements for the role will be given an interview and will be considered on their abilities.

We can only accept applications from candidates who are permitted to work within the UK, or from those who have a valid work permit