



ADUR & WORTHING COUNCILS

Person Specification

Authority:	WBC/ADC
Directorate:	Digital & Resources
Section:	Service Accounting
Post Title:	System Accountant
Post Number:	tba
Accountable to:	Principal Accountant (Systems)
Management responsibility for:	Not applicable
Authority to liaise with:	Government departments Members of the Public Professional Organisations External Auditors Members of Adur and Worthing Councils Other sections of the Directorate Other Directorates

Area	Requirements	
Qualifications	Essential	Desirable
	GCSE English and Mathematics or equivalent	Degree or equivalent level of experience in related subject
<i>Professional Registration (where applicable)</i>	AAT qualified (Technician level 3) or equivalent	CCAB Qualified
<i>Other</i>		

Knowledge & Experience		
	<p>Highly numerate and logical with the ability to solve problems from first principles.</p> <p>Good written English and presentation skills</p> <p>Good understanding of basic accountancy principles</p> <p>Experience of financial Information System administrative knowledge and practical application.</p> <p>Understanding of the principles of project management</p> <p>Some knowledge of finance and management accounting applied to Local Government</p> <p>Ability to produce work of a high quality, to include clearly understandable working papers.</p>	<p>Understanding and awareness of changes within Local Government</p> <p>Understanding of legal issues as they pertain to finance</p> <p>Experience of training and assisting Financial Management System Users.</p> <p>Experience of writing scripts within applications to provide additional functionality.</p> <p>Prince 2 or equivalent project management accreditation.</p> <p>Experience with systems analysis and design tools.</p>
Skills		
<p>Communication/ relationship</p>	<p>Internal & External:</p> <p>Ability to:</p> <p>Communicate effectively both verbally and in writing</p> <p>Explain complex subjects simply</p> <p>Demonstrate good interpersonal skills</p> <p>Demonstrate diplomacy when suggesting a way forward in such a way that it is taken on board</p> <p>Demonstrate a good understanding of the</p>	

	<p>information needs of managers</p> <p>Work as part of a team</p>	
Analytical/ judgmental		Experience of appraising and evaluating the financial implications of projects and proposals
Planning/ organisational	<p>Highly organised with the ability to prioritise work and adhere to tight deadlines</p> <p>Ability to delegate, lead, organise, motivate & train others (peers and staff from other departments)</p> <p>Ability to manipulate and summarise data to produce clear and concise reconciliations.</p>	
IT	<p>Advanced user of modern financial system</p> <p>Extensive and advanced knowledge and experience in use of spreadsheets (principally Microsoft Excel) to include nesting formulae.</p>	<p>Understanding of SQL database reporting tools (Crystal or business objects reporting tools)</p> <p>Understanding of the principles of relational databases.</p>
Abilities		
Physical	Willingness and ability to work across more than one site and from home.	
Mental	High self-motivation and the ability to plan workloads using own initiative enabling deadlines to be met	
Emotional	To be reliable, honest & dependable, with the ability to adapt and readily accept changes in work pressures	
Working conditions / Style	Flexible working. Office and remote working - to be adaptable to meet the requirement of the role and its responsibilities	

Other:	
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Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	
Line Manager (Print name):	Derek Mansfield
Signature:	
Date:	
Executive Head of Service (Print name):	Sarah Gobey
Signature:	
Date:	