



Person specification			
<b>Post title</b>	Accountant	<b>Grade</b>	Grade L / M
<b>Service Area</b>	Resources	<b>Section/team</b>	Financial Management Service

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
<b>Skills, knowledge, experience</b>			
S1	At least 3 years' relevant experience in a finance or accountancy role.	Essential	A / I
S2	Understanding of public sector financial management requirements and current local government finance issues.	Essential	A / I
S3	Ability to understand, interpret and communicate financial information.	Essential	A / I
S4	Computer literate with experience of PC based systems – specifically Microsoft Excel and Word.	Essential	A / I
S5	Ability to supervise when required.	Essential	A / I
S6	Identifying strengths and weaknesses in financial processes or systems.	Essential	A / I
<b>Personal attributes and circumstances</b>			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	I
P3	A demonstrable willingness to share information and work with other people.	Essential	I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	I
<b>Communication</b>			
C1	Ability to communicate effectively including: <ul style="list-style-type: none"> <li>• Written correspondence and briefing notes;</li> <li>• Oral communication skills;</li> </ul>	Essential	A / I

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	• Good relationships with clients / customers.		
<b>Qualifications</b>			
Q1	Part-Qualified CCAB (preferably CIPFA)  While preference will be given to candidates with the above qualification, in exceptional circumstances candidates who can instead demonstrate extensive relevant experience and at least 2 years of proven performance in a relevant <u>local government finance role</u> may be considered.	Essential	A / I / C
<b>Health and safety</b>			
H1	Ability to use equipment as instructed and trained	Essential	I
H2	Ability to inform management of any health and safety issues which could place individuals in danger	Essential	I

**A** = Application form   **C** = Certificate   **E** = Exercise   **I** = Interview   **P** = Presentation   **AC** = Assessment Centre   **T** = Test

Date	Approved by authorised manager	Designation
01/09/21	Dan Barlow	Head of Service

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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