

PERSON SPECIFICATION

Job Title	Accounting Technician	Job Number	
Directorate	Finance and Resources	Location	Accountancy
Completed By	Accountancy Manager	Date	August 2020

Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
<ul style="list-style-type: none"> Membership of the Association of Accounting Technicians 	✓		Certificate
Work Experience & Attainments Previous work experience relevant to the job			
<ul style="list-style-type: none"> Proven experience of local government finance 		✓	Application/Interview
<ul style="list-style-type: none"> Proven experience of developing and maintaining financial models 	✓		Application/Interview
<ul style="list-style-type: none"> Knowledge of relevant current legislation, accounting standards and codes of practice 		✓	Application/Interview
<ul style="list-style-type: none"> Proven experience of undertaking financial analysis and providing financial advice 		✓	Application/Interview
<ul style="list-style-type: none"> Proven experience of presenting financial information to a financial and non-financial audience 		✓	Application/Interview
Skills and Competencies			
<ul style="list-style-type: none"> Accuracy in work – both in numeracy and attention to detail 	✓		Numeracy Test at Interview
<ul style="list-style-type: none"> Able to communicate information and ideas clearly and accurately, both in oral and written form 	✓		Application/Interview
<ul style="list-style-type: none"> Ability to demonstrate effective team working and able to negotiate co-operation from others to achieve objectives 	✓		Application/Interview
<ul style="list-style-type: none"> Ability to use own initiative, achieve objectives, work under pressure and meet deadlines with accurate good quality results 	✓		Application/Interview
PC/Computer Literacy Job content relating to this			

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Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
<ul style="list-style-type: none"> Understanding and working knowledge of current IT Financial Systems 	✓		Application/Interview
<ul style="list-style-type: none"> Experienced user of financial models and spreadsheet packages 	✓		Application/Interview
<ul style="list-style-type: none"> Experience of creating powerpoint presentation 		✓	Application/Interview
Circumstances Location, flexibility and mobility; other circumstances specific to the job			
<ul style="list-style-type: none"> Willing to be flexible and work additional hours at peak times 	✓		Application / Interview
<ul style="list-style-type: none"> To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children and vulnerable adults)'. 	✓		