

Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job Title: Financial Accountant

Department/Division: Finance Division

Accountable to: Group Financial Accountant

Competency (HERA)	Evidence	E/D
Knowledge & Experience	○ Hold a recognised accountancy qualification (ACA/ACCA) ○ Substantial financial accounting experience & skills ○ Proficiency in using Microsoft Excel (look-up functions, if/sum-if, pivot tables) ○ Experience in managing staff ○ Experience in writing financial policies and procedures ○ Experience in a large/medium professional services practice ○ Experience in audit ○ Experience in treasury management (including cash-flow forecasting)	E E E E D D D D
Communication	○ Ability to lead and develop internal networks, actively seeking to build productive and enduring relationships between teams to foster collaboration, resolve issues, design processes/procedures and influence events or decisions ○ Good oral and written communication skills ○ Experience in communicating financial issues in a straightforward and succinct way to non-financially trained staff (orally and in written form)	E E E
Team Work & Motivation	○ Evidence of experience in working as part of a team ○ Evidence of working in multi-disciplinary teams	E D
Planning & Organising resources	○ Evidence of attention to detail and strong organisational skills ○ Experience of managing and prioritising a variety of competing tasks	E E
Initiative & Problem Solving	○ Resolve problems where there is a lack of precedent ○ Experience in finding resolution to complex issues using knowledge/experiences ○ Experience in applying general principles and guidance to specific circumstances	E E D
Decision Making	○ Ability to consider wider impact of decisions, assessing possible outcomes and their likelihood,	E



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	challenging decisions appropriately to ensure consideration and processes are robust ○ Experienced in identifying the key financial and financially related factors required for collaborative decision making	D
Coaching & Development Of Skill	○ Experience in supporting and training non accounting staff in financial management and financial procedures	D

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.