

PERSON SPECIFICATION

***KEY**

A = Application form

I = Interview

T = Test

M = Medical

E/D = Essential or Desirable criteria

POST TITLE:	Assistant Accountant	POST REF:	FSP10
		PAY BAND:	6
SERVICE AREA:	Financial Services	DATE:	10 October 2012

FACTOR	CRITERIA	E/D*	ASSESS BY A/I/T/M*
1. RELEVANT EXPERIENCE Consider type, absolute minimum period, depth, evidence from outside work e.g. voluntary experience	2 years experience in an Accountancy environment Experience in a local government finance background	E D	A/I A/I
2. QUALIFICATIONS/TRAINING Academic, professional, job related/vocational training	AAT qualified or equivalent	E	A/I
3. JOB RELATED SKILLS Level and type of skill e.g. oral, written, number, driving, lifting, language	Knowledge and experience of budget and final accounts preparation Knowledge of budget monitoring Knowledge and experience of computerised financial management systems Knowledge and experience of PC applications – spreadsheets Knowledge and experience of PC applications – word, outlook	E E E E D	A/I A/I/T A/I A/I/T A/I
4. PERSONAL ATTRIBUTES The personal characteristics required to carry out the duties of the post and deal with the pressures	Demonstrate ability/skills to: Work effectively as part of a team Communicate effectively and work with staff at all levels Work on own initiative Work to strict deadlines Work ensuring high levels of accuracy	E E E E E	I I I I I/T
5. EQUAL OPPORTUNITIES Minimum requirement and particular requirements for this post (e.g. specialist knowledge)	To understand in a way appropriate to the job, how the principles of equality and diversity need to be applied within the Council	E	I
6. GEDLING EMPLOYEE	To be committed to the principles of 'The Gedling Employee' in a way appropriate to the job	E	I
7. WORK CIRCUMSTANCES Unusual hours, travel, residential post.	Ability to work additional hours during peak workloads	D	I