

Person Specification Accountant

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential Criteria

- Experience of preparing and monitoring revenue and/or capital budgets – e.g. Undertaking variance analysis, costing of staffing structures, assessing the one-off and recurring revenue implications of capital and other projects.
- Experience of providing written and verbal advice and guidance on financial matters to budget managers.
- Experience of accounts closedown processes – e.g. raising year-end debtors and creditors, preparing notes to the accounts.
- Experience of providing support and guidance to finance and non-finance staff on financial systems and controls.
- Experience of interpreting and applying relevant technical guidance and regulations including accounting standards, concepts and conventions.
- Able to demonstrate a contribution to financial services improvement.
- Extensive knowledge and experience of financial systems (Newcastle City Council currently uses e5 provided by Advanced Business Solutions).
- High level of competence using Microsoft Excel, Word and PowerPoint.

Desirable Criteria

- Part-qualified CCAB or fully-qualified AAT.
- Evidence of commitment to Continuing Professional Development.

Part B

The following criteria will be further explored at the interview stage:

- Commitment to equality and diversity.
- Commitment to quality and getting things right first time.
- Ability to work flexibly and ability to prioritise effectively.

- Good interpersonal skills and confidence relating to colleagues, clients and suppliers.
- Ability to work independently with minimal supervision.
- Experience of managing a varied workload and working to tight deadlines.
- Ability to work alone or as part of a team.