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| **Job Title: Assistant Accountant**  **Purpose: To provide and support proper and effective systems of accounting and control for Nexus activities.** | Nexus Logo |

**Person Specification**

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| **Essential Criteria** | |
| Newly Qualified or Part Qualified Accountant studying towards a recognised qualification (ACCA, CIPFA, ICAEW, CIMA) or equivalent | Application Form/ Certificate |
| To demonstrate the ability to challenge | Application Form/Interview |
| A logical and systematic approach when making decisions and the ability to solve problems | Application Form/Interview |
| Ability to demonstrate working on own initiative and able to organise own workload | Application Form/Interview |
| Proficient in the use of Microsoft Office with strong IT skills | Application Form/Interview |
| The ability to prioritise a demanding workload and adhere to stringent deadlines | Application Form/Interview |
| Experience operating at a comparable level in an organisation | Application Form/Interview |

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| **Desirable Criteria** | |
| Demonstrable recent experience of complex financial analysis | Application Form/Interview |
| Familiar with project methodologies | Application Form/Interview |
| Knowledge of public transport | Application Form/Interview |
| Knowledge of local government | Application Form/Interview |
| Experience of Rail Franchises | Application Form/Interview |
| Staff supervision and development | Application Form/Interview |
| Self-motivated to continually improve underlying processes | Application Form/Interview |