

## Person Specification

TWAM – Assistant Accountant

### Part A

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

#### Essential

1. Demonstrable evidence of financial awareness and experience of preparing budget monitoring information, including management accounts and payroll analysis.
2. Experience of producing year-end accounts
3. Experience of preparing and submitting grant funding claims.
4. Ability to liaise and communicate with budget managers, providing written and verbal advice and guidance on financial matters on a timely basis to meet critical deadlines.
5. Up to date knowledge and experience of financial accounting systems.
6. Experience of preparing working papers for auditors, variance analysis and compilation of balance sheets.
7. Ability to work both as part of a team and independently and to meet deadlines.
8. Excellent report writing skills, together with a high level of numeracy and accuracy.
9. High level of competence using advanced excel (pivot tables and look up), word, email and internet software packages.
10. Good information retrieval and research skills.
11. Commitment to Equal Opportunities and anti-discriminatory practice.

#### Desirable

1. Part CCAB or fully qualified AAT.
2. Recent knowledge and experience of charity accounts (Accounting and Reporting by Charities Statement of Recommended Practice (SORP) 2015 and the Financial Reporting Standard FRS102)
3. Ability to interpret technical data, funding body contract documentation and legislation.
4. Financial experience in public sector/local authority

### Part B

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

1. Experience of supporting budget managers and preparing budget monitoring reports.
2. Evidence of successful financial management of budgets/projects.
3. Experience of satisfying external monitoring requirements and compilation of grant claims.
4. Commitment to quality/accuracy and getting things right first time.

5. Ability to work as part of a team, independently and to meet deadlines.
6. Good information retrieval and research skills.
7. Commitment to Equal Opportunities and anti-discriminatory practice.