

Person Specification Senior Accountant

Part A

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

Essential

- Experience of preparing/monitoring capital projects e.g. assessing the one-off and recurring revenue implications of capital and other projects.
- Experience of preparing/monitoring revenue budgets
- Experience of interpreting and applying relevant technical guidance and regulations including accounting standards, concepts and conventions and preparing local authority statutory accounts.
- Experience of accounts closedown processes – e.g. raising year-end debtors and creditors, preparing notes to the accounts.
- Experience of providing financial advice and technical guidance to non-finance colleagues.
- Experience of explaining and presenting financial information to non-finance colleagues in user friendly formats.
- Experience of improving financial systems and processes to make them more efficient and effective, and more user friendly for non-finance staff.
- High level of competence using financial systems (Newcastle City Council currently uses e5 provided by Advanced).
- High level of competence using Microsoft Excel, Word and Powerpoint.
- Excellent written communication skills.

Desirable

- Relevant CCAB qualification.
- Understanding of current local government financial issues.
- Understanding of challenges facing local government sector as a whole and Newcastle City Council in particular.
- Experience of working with external bodies.

Part B

The following criteria (in addition to those set out above) will be further explored at the interview stage:

- Commitment to the Council's approach to equality and diversity.
- Commitment to quality and getting things right first time.

- Commitment to the Councils values
- Good oral communication skills.
- Positive and proactive approach to resolving problems and issues.
- Flexibility and ability to prioritise effectively.
- Ability to work effectively under time constraints.
- Good interpersonal skills and confidence relating to colleagues, clients and suppliers.
- Ability to work independently with minimal supervision.