# **PERSON SPECIFICATION: Group Accountant POST REFERENCE: 101409**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training**
* **Specific qualifications (or equivalents)**
 | Qualified CCAB Accountant (F) | Qualified CCAB Accountant (F) |
| * **Work or other relevant experience**
 | Qualified candidates will have significant recent experience in provision of accounting and financial services, including production of revenue and capital budgets, closure of accounts and managing financial aspects of grant funded projects. Experience of supervising staff, team working and working with senior officers in other departments (F) (I)Experience in interpreting complex financial information and accounting regulations (F) (I)Experience of closing a set of accounts and the production of a set of Authority’s Statutory accounts (F) (I) (R)  | Recent experience of providing accounting and financial services within a Unitary Authority, preferably in relation to closure of accounts and Collection Fund (F) (I)Experience in the application of International Financial Accounting Standard (F) (I) (R)  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

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| * **Skills, abilities, knowledge and competencies**
 | An understanding of Local Government accounting and funding regimes (F) (I)Technical experience in using accounting techniques to interpret data and financial regulations (F) (I)Good written and verbal presentational skills (F) (I)Proficient in the use of financial management systems and advanced Excel functions (F) (I) | tieodeoAn understanding of current financial issues affecting local authorities (F) (I)Working knowledge of MSWord and PowerPoint packages (F) (I)Experience of completion of financial returns, including Whole of Government Accounts, RO and RA (F,I) |
| * + **General competencies**
 | Flexible approach to work to ensure statutory deadlines are met (F) (I) (R) Ability to deal with people tactfully and diplomatically (I)Customer care skills (F |  |
|  **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Corporate InductionInformation Governance Training | On AppointmentAs required |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.