Assistant Accountant

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Experience of banking processes and systems within a large organisation e.g. electronic payments, monthly reconciliations and e-returns.
2. Experience of making improvements to financial systems and processes.
3. Experience of maintaining accounting records and financial systems.
4. Knowledge and experience of relevant technical accounting guidance.
5. Knowledge and experience of financial systems (Newcastle City Council currently uses e5 provided by Advanced Business Solutions).
6. High level of competence using Microsoft Excel, Word and Teams.
7. Good verbal and written communication skills.
8. Ability to work flexibly, ability to prioritise effectively and work to tight deadlines.
9. Commitment to equality and diversity.

Desirable

1. Part or fully-AAT qualified.
2. Evidence of commitment to Continuing Professional Development.
3. Ability to work alone or as part of a team.

4. Commitment to quality and getting things right first time.

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?