Accountant

Person Specification

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

Essential

1. Experience of preparing and monitoring revenue and/or capital budgets – e.g. Undertaking variance analysis, costing of staffing structures, assessing the one-off and recurring revenue implications of capital and other projects.
2. Experience of providing written and verbal advice and guidance on financial matters to budget managers.
3. Experience of accounts closedown processes – e.g. raising year-end debtors and creditors, preparing notes to the accounts.
4. Experience of providing support and guidance to finance and non-finance staff on financial systems and controls.
5. Experience of interpreting and applying relevant technical guidance and regulations including accounting standards, concepts and conventions.
6. Extensive knowledge and experience of financial systems (Newcastle City Council currently uses e5 provided by Advanced Business Solutions).
7. High level of competence using Microsoft Excel, Word and PowerPoint.
8. Commitment to equality and diversity.
9. Ability to work flexibility and ability to prioritise effectively.

10. Ability to work independently with minimal supervision.
11. Experience of managing a varied workload and working to tight deadlines.

Desirable

1. Part-qualified CCAB or fully-qualified AAT.
2. Evidence of commitment to Continuing Professional Development.
3. Able to demonstrate a contribution to financial services improvement.
4. Commitment to quality and getting things right first time.
5. Ability to work alone or as part of a team

Our Values

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