EXETER CITY COUNCIL

**PERSON SPECIFICATION**

**FINANCE**

**ACCOUNTANCY**

**SERVICE ACCOUNTANT – 0063, 0064**

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| --- | --- | --- |
| **SELECTION CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS**  CCAB Qualified | **✓** |  |
| **EXPERIENCE/KNOWLEDGE SKILLS**  Min. of 2 years post qualification experience in an accountancy environment  Advanced knowledge of financial accounting techniques and methods  Good understanding of professional accounting standards and practices  Good knowledge and experience of computerised financial systems and Microsoft Office applications  Experience of financial systems development  Evidence of CPD | **✓**  **✓**  **✓**  **✓** | **✓**  **✓** |
| **SPECIAL REQUIREMENTS/ATTITUDE**    Ability to explain financial information to non-financial managers  Ability to think creatively  Ability to self-motivate  Dependable  Ability to adapt to change  Ability to prioritise workload | **✓**  **✓**  **✓**  **✓**  **✓** | **✓** |
| **OTHER**  Good problem solving and evaluation skills.  High level of interpersonal skills.  Project planning and management skills.  Ability to prepare and manage budgets within agreed limits.  Excellent oral, written and presentation skills.  Good organisational skills and ability to work to tight deadlines and remain calm under pressure | **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |

**COMPLETED BY: Chief Finance Officer**

**DATE: June 2018**