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 environmentAdvanced knowledge of financial accounting techniques and methods Good understanding of professional accounting standards and practicesGood knowledge and experience of computerised financial systems and Microsoft Office applicationsExperience of financial systems developmentEvidence of CPD | **✓****✓****✓****✓** | **✓****✓** |
| **SPECIAL REQUIREMENTS/ATTITUDE** Ability to explain financial information to non-financial managersAbility to think creatively Ability to self-motivateDependableAbility to adapt to changeAbility 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**