



## PERSON SPECIFICATION

<b>Job Title:</b> Assistant Accountant  <b>Service:</b> Finance	<b>Post No:</b>  <b>Section:</b> Management Accounts	<b>Hoople Band:</b> C  <b>Location:</b> Hybrid, Hereford
All candidates will be considered on their ability to meet the requirements of the person specification	<b>Essential criteria</b>	<b>Method of Assessment*</b>
<b>Experience</b>	Significant experience of working in a financial and accounting environment  Experience in accountancy systems and services  Experienced user of personal computers and desk top office software including word processing and spreadsheets	Interview  Interview  Interview
<b>Skills and Abilities</b> <i>Including personal attributes</i>	The ability to demonstrate effective written and oral communication skills  Excellent time management and organisational skills to enable multiple deadlines to be hit and performance targets to be met and improved on.  An understanding of performance management techniques and issues  The ability to direct and influence staff in other services or organisations to provide information and complete tasks  The ability to demonstrate excellent analytical skills and assimilate information from technical guidance  The ability to promote a flexible team working environment  The ability to support and supervise less senior members of staff  The ability to use Business World and excel effectively and efficiently	Interview  Interview  Interview  Interview  Interview & testing  Interview  Interview  Interview and testing

OFFICIAL

<b>Qualifications and Training</b> <i>including professional qualifications</i>	AAT full qualification or currently in the last year of studies	Evidence
<b>Other Factors</b> <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	To demonstrate a commitment to Hoople's vision and values	Interview

<b>Manager Signature:</b>		<b>Date:</b>	
<b>Manager Name:</b>		<b>Job Title:</b>	

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed: February 2025