

PERSON SPECIFICATION

Job information as shown on organisation chart

Job Title: Assistant Accountant Service: Finance	Post No: Section: Management Accounts	Hoople Band: C Location: Auxilium House
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	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
Skills and Abilities <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 Directorates 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 / or SIMS and excel effectively and efficiently	Interview Interview Interview Interview Interview & testing Interview Interview Interview and testing

Qualifications and Training <i>including professional qualifications</i>	AAT full qualification or equivalent	Evidence
Other Factors <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

Manager Signature:		Date:	
Manager Name:		Job Title:	

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

Date Person Specification last reviewed: July 2018