



PERSON SPECIFICATION

Job information as shown on organisation chart

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| Job Title: Management Accountant Service: Management Account | Post No: Section: Finance | Hoople Band: Band E Location: Plough Lane offices & Auxilium House - Hereford |
| All candidates will be considered on their ability to meet the requirements of the person specification | Essential criteria | Method of Assessment* |
| Experience | <p>Experience of managing and supervising staff, motivating and ensuring they prioritise work tasks and work to the highest standards</p> <p>Significant experience of working in a financial and accounting environment</p> <p>Experience in accountancy systems and services and utilising them to minimise manual processes, streamlining time taken to deliver tasks</p> <p>Experienced user of personal computers and desk top office software including word processing and spreadsheets</p> | <p>Application and Interview</p> <p>Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> |

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|--|--|--|------------------------|--|
| Skills and Abilities <i>Including personal attributes</i> | The ability to demonstrate effective written and oral communication skills | | Interview and exercise | |
| | Excellent time management and organisational skills to enable multiple deadlines to be hit and performance targets to be met and improved on. | | Interview | |
| | An ability to implement performance management techniques and identify issues | | Interview | |
| | The ability to direct and influence staff in other Directorates or organisations to provide information and complete tasks | | Interview | |
| | The ability to demonstrate excellent analytical skills and assimilate information from technical guidance | | Interview and testing | |
| | The ability to promote a flexible team working environment | | Interview | |
| | Experience in managing, supporting and supervising members of staff | | Interview and testing | |
| | The ability to use aegresso and / or SIMS and excel effectively and efficiently | | Interview and testing | |
| Qualifications and Training <i>including professional qualifications</i> | Professional qualification ACCA, CIMA, CIPFA, or nearly qualified. | | Evidence | |
| | Enthusiasm to develop management and leadership expertise, by undertaking appropriate training and qualifications, if not already suitably qualified | | | |
| | Training linked to customer services, ensuring their staff are delivering quality and responsive services to their customers | | | |
| 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 and evidence this through working practices and professional attitude | | 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