



PERSON SPECIFICATION

Job Title: Directorate Accountant Service: Management Account	Post No: Section: Finance	Hoople Band: Band E Location: Plough lane & Auxilium House
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>

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 Unit 4 Business World and Excel effectively and efficiently		Application and Interview
Qualifications and Training <i>including professional qualifications</i>	Professional qualification ACCA, CIMA, CIPFA, or nearly qualified. 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		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 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