

Person Specification

Position Title	Accountant
Division / Section	Finance
Service Area	Resources
Responsible To	Senior Accountant

Person Specification

Qualifications, training & professional membership	The post requires a full CCAB (Consultative Committee of Accountancy Bodies), or equivalent qualification. Relevant experience / demonstrated competence may be taken into account in place of the formal qualification requirements.	Essential
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The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

Knowledge, Skills and Understanding	• Ability to contribute significantly to service development, continuous improvement and development of best practice with colleagues.	Essential
	• Experienced in providing professional financial advice to projects and capital investment proposals.	Essential
	• Experienced in developing and applying robust systems of risk management and internal control to secure stewardship and safeguard public money.	Essential
	• Experience in developing financial systems and / or management information, ensuring that financial information / advice is presented effectively, maximising impact on decision making.	Essential
	• Ability to support and coach Finance colleagues, Service Managers or users of financial systems to develop their financial management skills, knowledge and	Essential

competencies.

- Ability to interpret and analyse complex matters and provision of appropriate professional advice. Essential
 - Experience of being actively engaged in, and influencing material business decisions ensuring that financial implications, opportunities and risks are fully considered. Essential
 - Ability to work as a key adviser to senior managers, helping them to develop and implement plans to deliver strategic objectives on a sustainable basis. Essential
 - Knowledge of major legislative and other issues facing local government with a particular focus on achieving effective delivery of services at a time of significant change and financial challenges. Essential
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Competencies & Values Framework

Applicants will also be measured against the following competencies as per the Competency Level outlined in [Our Competency & Values Framework](#):

Customer focused

- manages complex customer/client relationships
- ensures regular contact with customers/client is maintained until problems are resolved
- consults on service provision and uses feedback to implement service improvements
- develops and reviews quality standards for service delivery
- manages customer/client expectation and conflicting need.

Works Effectively with others

- builds and maintains constructive working relationships with other teams and groups
- encourages equality and diversity in the workplace
- treats people at all levels of the organisation with respect and values their abilities and contribution
- tackles difficult issues of harassment, victimisation and racism in the workplace
- facilitates open discussions and resolves conflicting views
- creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas.

- Managing change**
- helps others to understand and address concerns about change
 - proactively sells and champions change programmes to others
 - manages major conflict which could prevent changes being implemented
 - asks incisive questions to open up creative thinking and fresh ideas
 - assesses the impact of change and puts measures in place to minimise risk
 - plans the communication of change to explain what is different and what is the same.
- Taking Ownership and Responsibility**
- creates a sense of urgency about a situation when deadlines are slipping
 - ensures actions which are down to others take place as necessary and/ or expected
 - takes advantage of opportunities to influence future events
 - commits to own continuous improvement
 - is prepared to go beyond what appears to be required in the interests of the organisation
 - motivates individuals and groups to be proactive even when meeting resistance
 - keeps promises and honours commitments.
- Communicating Effectively**
- chairs meetings and facilitates groups effectively
 - conveys difficult messages and gains acceptance
 - diffuses conflict in a constructive non-threatening manner
 - presents information in a persuasive and convincing manner
 - asserts own opinions and expertise in tough situations
 - is highly self aware and sociable, buoyant and positive when communicating with others.
- Planning and Decision Making**
- goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect
 - balances strict technical interpretation of issues with the need for practical solutions
 - makes decisions that take account of multiple stakeholders
 - properly considers departmental cost and resource implications when making judgements
 - makes tough or unpopular decisions when required
 - anticipates future trends/issues and amends plans accordingly.
- Political Sensitivity**
- understands how underlying issues and opportunities affecting the team impact on day to day planning
 - recognises team constraints - what is or is not possible in different circumstances
 - builds team relationships to get things done
 - accepts that the political decision making process of the Council will influence the team.