

# Recruitment person specification

Post being recruited for: Trainee Accountant

## Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

### Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

## Person specification

Category	Essential	Desirable
Experience	Being Customer Focused Taking Ownership and Responsibility Communicating Effectively Working effectively with others Planning and decision making skills Dealing positively with change	Any experience of undertaking work in a financial / numerical environment/or in a customer facing role.

<b>Knowledge, skills and understanding</b>	<p>Awareness of challenges facing local government</p> <p>Committed to own personal &amp; professional development</p> <p>Good analytical /problems solving skills</p> <p>A high level of numeracy</p> <p>Verbal/critical reasoning skills</p> <p>Excellent interpersonal skills</p>	<p>IT experience: in Excel, Word, other ICT systems</p> <p>An appreciation of the full role and contribution of accountants in local government.</p>
<b>Qualifications and training</b>	<p>To have achieved or be expecting to achieve an Honours Degree (any discipline).</p> <p>Good academic background</p>	<p>Degree in Accountancy or Finance is beneficial, however, any discipline is welcome.</p> <p>Honours Degree 2.1 desirable</p>
<b>Job specific requirements</b>	<p>Commitment to study for demanding professional accountancy exams over 3 years.</p>	<p>Broad awareness of structure of and services provided by local government.</p>