



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job Title: Financial Accountant

Department/Division: Finance Division

Accountable to: Group Financial Accountant

Competency (HERA)	Evidence	E/D
Knowledge & Experience:	○ Hold a recognised accountancy qualification (ACA/ACCA)	E
	○ Substantial financial accounting experience & skills	E
	○ Proficiency in using Microsoft Excel (look-up functions, if/sum-if, pivot tables)	E
	○ Experience in managing staff	E
	○ Experience in writing financial policies and procedures	D
	○ Experience in a large/medium professional services practice	D
	○ Experience in US GAAP accounting	D
	○ Experience in treasury management (including cash-flow forecasting)	D
Communication	○ Ability to lead and develop internal networks, actively seeking to build productive and enduring relationships between teams to foster collaboration, resolve issues, design processes/procedures and influence events or decisions	E
	○ Good verbal and written communication skills	E
	○ Experience in communicating financial issues in a straightforward and succinct way to non-financially trained staff (verbally and in written form)	E
Teamwork & Motivation:	○ Evidence of experience in working as part of a team	E
	○ Evidence of working in multi-disciplinary teams	D
Planning & Organising resources:	○ Evidence of attention to detail and strong organisational skills	E
	○ Experience of managing and prioritising a variety of competing tasks	E
Initiative & Problem Solving:	○ Resolve problems where there is a lack of precedent	E
	○ Experience in finding resolution to complex issues using knowledge/experiences	E
	○ Experience in applying general principles and guidance to specific circumstances	D
Decision Making:	○ Ability to consider wider impact of decisions, assessing possible outcomes and their likelihood, challenging decisions appropriately to ensure consideration and processes are robust	E
		D



	<ul style="list-style-type: none">○ Experienced in identifying the key financial and financially related factors required for collaborative decision making	
Coaching & Development Of Skill:	<ul style="list-style-type: none">○ Experience in supporting and training non accounting staff in financial management and financial procedures	D

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.