



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: Group Financial Accountant

Division: Finance Division

Accountable to: Head of Financial Reporting & Compliance

Competency	Evidence	E/D
Knowledge & Experience	<ul style="list-style-type: none"> ○ Recognised accountancy qualification (e.g. ACA/ACCA) ○ Substantial financial accounting experience & skills in a large and complex commercial organisation ○ Hands on experience in compiling consolidated financial statements, producing variance analysis and involvement in the year-end audit process ○ Experience in managing staff including qualified accountants ○ Experience in writing financial policies and procedures ○ Proficiency in using Microsoft Excel (look-up functions, if/sum-if, pivot tables) ○ Experience in a large/medium professional services practice (particularly in an audit role) ○ Experience in US GAAP accounting ○ Experience in treasury management (including cash-flow forecasting) 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
Communication	<ul style="list-style-type: none"> ○ 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 ○ Good oral and written communication skills ○ Experience in communicating financial issues in a straightforward and succinct way to non-financially trained staff (orally and in written form) 	<p>E</p> <p>E</p> <p>E</p>
Team Work & Motivation	<ul style="list-style-type: none"> ○ Experience in managing or supervising a team, providing support and training where necessary ○ Experience in delegating tasks, reviewing and providing feedback on performance ○ Experience in working in multi-disciplinary teams 	<p>E</p> <p>E</p> <p>D</p>
Liaison and Networking	<ul style="list-style-type: none"> ○ Ability to keep people informed to ensure co-ordination of effort and that work is done effectively ○ Ability to disseminate information in a clear format to relevant stakeholders 	<p>E</p> <p>E</p>



Planning & Organisation	○ Evidence of attention to detail and strong organisational skills	E
	○ Experience of managing and prioritising a variety of competing tasks	E
	○ Ability to lead and co-ordinate on projects and ensure actions are followed up on a timely basis, including by other stakeholders	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
	○ Drive to continuously improve processes and quality of work	E
	○ Experience in applying general principles and guidance to specific circumstance	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
	○ Experienced in identifying the key financial and financially related factors required for collaborative decision making	D
Coaching & Development of Skill	○ Experience in supporting and training staff, both with and without financial knowledge, in financial management and financial procedures	E

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

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