

Person Specification

Job Title	SENIOR PRINCIPAL ACCOUNTANT	Directorate	Finance & Legal Services
Post Number	FIN102	Service	Financial Services
Grade	13	Salary	SCP 50-53 £53,741- £57,572
		Section	Central Finance

Criteria (Essential)

Assessment By

	Application	Interview	Test
	√	√	√
<u>Experience</u>			
<ul style="list-style-type: none"> Must have considerable experience in a financial environment, including relevant post qualification experience in a public sector setting. 	√	√	
<u>Qualifications / Training</u>			
<ul style="list-style-type: none"> CCAB Accountant 	√	√	
<u>Practical Skills</u>			
<ul style="list-style-type: none"> Ability to use PC based information technology 	√	√	
<ul style="list-style-type: none"> Ability to work with spreadsheets, preferably Excel, including manipulation of data from computer systems 	√	√	
<ul style="list-style-type: none"> Ability to understand and analyse complex financial data 	√	√	√
<ul style="list-style-type: none"> A detailed working knowledge of Local Authority accounting 	√	√	
<ul style="list-style-type: none"> Ability to appraise legislation and other guidelines / technical releases. 	√	√	√
<ul style="list-style-type: none"> Practical understanding of the application of risk management 	√	√	
<u>Personal Qualities and Attributes</u>			
<ul style="list-style-type: none"> A knowledge of Equality & Diversity issues 	√	√	
<ul style="list-style-type: none"> Excellent verbal and numerical reasoning skills. 	√	√	√

• Excellent interpersonal skills	√	√	
• Ability to produce accurate numeric work	√	√	
• Self-motivated and able to demonstrate initiative	√	√	
• Ability to work well as a member of a team and independently if required	√	√	
• To be committed to the aims and objectives of the department	√	√	
• Practical understanding and experience of working within a performance management framework, including ability to effectively manage own workload and those of others consistently meeting deadlines and performance targets when under pressure	√	√	
• Ability to set deadlines and targets for staff being managed	√	√	
• Dedication to the provision of a high quality service and willingness to initiate improvements for our customers	√	√	
• Ability to communicate complex technical matters to non-financial and senior finance colleagues within the Council	√	√	
• Experience of leading or contributing to working groups.	√	√	

Prepared By

Amarjit Uppal

Date

August 2021