

## PERSON SPECIFICATION

### Chief Accountant – F35

Specification Type	Additional/changed requirements	E/D	Measure
<b>Personal Skills</b>	Ability to lead and motivate a team	E	1, 3
<b>Personal Skills</b>	Analytical Mind	E	1, 3
<b>Personal Skills</b>	Self Motivated	E	1, 3
<b>Personal Skills</b>	Willing to accept responsibility	E	1, 3
<b>Personal Skills</b>	Ability to manage workload within tight timescales	E	1, 3
<b>Personal Skills</b>	High level of numeracy and literacy skills	E	1
<b>Personal Skills</b>	Ability to communicate effectively both orally and in writing	E	1, 3
<b>Personal Skills</b>	Ability to work independently or as part of a team	D	1, 3
<b>Experience</b>	Local government procedures and financial issues	E	1, 3, 5
<b>Experience</b>	Supervision of employees	E	1, 3
<b>Experience</b>	Some post qualification experience	D	1
<b>Experience</b>	HRA accounting	D	1, 3
<b>Experience</b>	Experience of dealing with councillors	D	1, 3
<b>Attainments/ Qualifications</b>	Minimum of 5 GCSEs Grade C+ (or equivalent)	E	1, 4
<b>Attainments/ Qualifications</b>	CCAB qualified accountant	E	1, 4
<b>Attainments/ Qualifications</b>	CIPFA qualified	D	1, 4
<b>Knowledge</b>	Knowledge of up to date office practice and information technology applications	D	1, 3
<b>Special Requirements</b>	Willingness to work outside normal office hours if necessary	E	1, 3
<b>Special Requirements</b>	Ability to attend evening meetings	E	1, 3
<b>Special Requirements</b>	Ability to drive	D	1
<b>Special Requirements</b>	Car accessibility	D	1
<b>Equal Opportunities</b>	Committed to implement and uphold the Council's policies	E	1, 3

**Car Allowance:**

This post carries a designated car user status.

**E/D:**

Essential (E)  
Desirable (D)

**Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [written assignment]