

**Person Specification**

**Job Title**: Principal Accountant (Siglion)

**Service:** Financial Management

**Job profile Reference:** OS6

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| **Essential Requirements** | **Method of Assessment** |
| **Experience/Education/Training** |  |
| Fully Qualified Accountant | Application Form |
| Able to develop knowledge or experience of or undertake:* Applying accounting principles and concepts.
* Excellent analytical skills to work through complex matters, develop financial models, including scenario planning.
* IT skills in respect of PC based software applications and financial management systems.
* Prioritising workload to meet customer requirements.
* Providing strategic financial advice and guidance to senior management and boards.
* Providing advice and guidance in relation to improvement and efficiency programmes.
* Staff supervision (where applicable) and co-ordinating teamwork to achieve targets.
* Final accounts, budget preparation, cash flow management and budget monitoring.
* Grant claims and other financial returns.
* Commitment to personal and professional staff development.
* Local authority and group companies accounting financial arrangements and planning cycles.
* Local authority and group companies legal and financial workings
 | Application Form/Interview |
| Extensive experience of working with a range of services and/or financial functions. | Application form /Interview |
| **Skills/Knowledge and Ability** |  |
| Communicating (verbal and written) - Able to communicate effectively with a wide range of both internal and external audiences, to ensure appropriate understanding of financial requirements aligned to service objectives. | Application form / Interview |
| Listening - Listens to others to assess requirements in order to respond appropriately and efficiently.  | Application form / Interview |
| Management – Establish direction, influence others towards shared goals and empower, inspire and motivate individuals. | Application form / Interview |
| PC Skills – Able to effectively use a PC to prepare documents, record information or input data. The ability to understand and contribute to the development of IT based systems. | Application form / Interview |
| Ability to * think clearly and objectively during time of stress or high pressure, remaining calm in the face of adversity
* demonstrate a willingness to be flexible when faced with changing circumstances
* demonstrate a desire for self-development
* demonstrate a thorough and precise approach to work and managing personal activities.
 | Application form / Interview |
| **Work Related Circumstances** |  |
| Commitment to service delivery and continuous improvement | Application form / Interview |
| Ability to work additional hours to meet demands of the post during the year. | Application form / Interview |
| Commitment to Equal Opportunities | Application form/Interview |