

**RIBBLE VALLEY BOROUGH COUNCIL
RESOURCES DEPARTMENT**

PERSON SPECIFICATION

JOB TITLE: Accounting Technician

REFERENCE NO: RES179

ATTRIBUTES	ESSENTIAL (E) / DESIRABLE (D) REQUIREMENTS
1. EXPERIENCE	
Experience of working in a finance related role.	E
Experience of computerised financial accounting systems.	E
Experience of working in a finance related role within a local authority.	D
Experience of budgeting and final accounts procedures.	D
Experience of working with stores systems and costing processes.	D
2. QUALIFICATIONS	
Educated to GCSE level, with a good standard of numeracy and literacy, i.e. Maths and English at grade C (equivalent to the new grade 4) or above.	E
Association of Accounting Technician (AAT) qualification.	E
3. SKILLS/KNOWLEDGE	
Computer literate.	E
Excellent Microsoft EXCEL skills in the production spreadsheets and in the manipulation financial data.	E
Knowledge of CIVICA Financials software.	D
Experience of carrying out detailed system reconciliations.	D
Experience of reporting software such as Business Objects.	D

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4. PERSONAL QUALITIES	
Self motivated and ability to show due professional care.	E
Good communication and interpersonal skills.	E
Ability to work on own initiative.	E
Ability to work as part of a team.	E
Willingness to be flexible and provide cover within the team.	E
Adaptability to changing work practices.	D