

# EMPLOYEE

# SPECIFICATION Closing Date: Midnight, Sunday, 17th February 2019

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| **Dept: Corporate Services** | | **Section: Accountancy Services** | |
| **Post No:**  **COFI01005** | **Designation:**  **Principal Accountant (Projects)** | | **Grade: 13 + Market Supplement**  **SCP 46 - 47** |
| **Qualification:**  **E** Full Professional membership of CCAB Accounting body | | | |
| **Knowledge/Skills/Abilities:**  **E** Communication skills  **E** Planning skills  **E** Decision making skills  **E** Supervisory/Management skills  **E** Competent ICT skills  **E** Co-ordination skills  **E** Analytical skills  **E** Ability to work to tight deadlines  **E** Able to present monitoring information and reports to a variety of audiences  **E** Self-motivated and ability to motivate others  **E** Able to work both as a team member and alone, under own initiative as and when the  circumstances dictate.  **HD** Leadership skills  **HD** Understanding and updated knowledge of the latest accounting standards (e.g. IFRS) | | | |
| **Experience:**  **E** Experience of closure of accounts  **E** Experience of annual budgeting process  **E**  Experience of representing finance on key projects and being part of an operational project team  **E** Min 3 years experience of preparing budgets, forecasting and financial monitoring, (revenue and/or capital)  **E** Experience of Computerised Financial management Information System, preferably  civica financials, and knowledge of how ledgers integrate  **E** Working to and achieving tight deadlines  **E** A good understanding and working knowledge of Microsoft Excel  **HD** Experience in staff supervision  **HD** Training individuals (financial and non financial staff) on an individual and group basis  **HD** Public Sector experience | | | |
| **Special Requirement:**  **E** The post holder may be required to attend evening meetings  **HD**  Full Driving Licence | | | |
| NB E Essential  HD Highly Desirable  D Desirable  A Advantageous Date Produced: Oct 2018 | | | |