

# 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 |