



ADUR & WORTHING COUNCILS

Person Specification

Authority:	ADC / WBC
Directorate:	Digital & Resources
Section:	Finance
Post Title:	Part time Senior Accountant VAT (Temp)
Post Number:	42127
Accountable to:	Principal Accountant (Strategic Finance)
Management responsibility for:	Not Applicable
Authority to liaise with:	Officers, auditors, HMRC and Tax advisors

Area	Requirements	
Qualifications	Essential	Desirable
Professional Registration <i>(where applicable)</i>	AAT qualified or equivalent	Actively working towards a recognised Accountancy qualification
Knowledge & Experience		
(e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate)	<p>Highly numerate</p> <p>Good standard of basic accounting principles</p> <p>Some knowledge of Local Government finance</p> <p>Be able to produce work of a high quality</p> <p>Experience of reconciliations</p>	<p>Understanding and awareness of changes within Local Government</p> <p>VAT knowledge and practical application</p> <p>Experience of bank reconciliation</p> <p>Experience of VAT reconciliation</p>
Skills		
Communication/relationship	Able to communicate effectively both verbally and in writing	Experience of, and proven ability to handle sensitive staff management, policy areas and member issues

	<p>Able to explain complex subjects simply</p> <p>A diplomatic approach</p> <p>Good interpersonal skills</p> <p>To be a team player</p>	
Analytical/ judgmental		Experience of appraising and evaluating the VAT implications of projects and proposals
Planning/ organisational	<p>Highly organised</p> <p>Ability to prioritise work and meet tight deadlines</p> <p>Ability to create and manipulate data</p>	
IT	<p>Very experienced in use of spreadsheets</p> <p>Skilled user of a modern financial system</p>	
Abilities		
Mental	<p>Numerate</p> <p>To be highly self motivated and to be able to plan workload using own initiative to enable deadlines to be met</p>	
Emotional	<p>Good listening skills, ability to empathise with concerns of service managers and service users, whilst following set procedures</p> <p>Be able to adapt and accept changes in work pressures</p> <p>To be reliable, honest & dependable</p>	
Working conditions / Style	Able to attend meetings with officers around the Borough and District	
Other: <ul style="list-style-type: none"> • 		