



Person Specification

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| Authority: | WBC/ADC |
| Directorate: | Digital and Resources |
| Section: | Service Accounting |
| Post Title: | Principal Accountant (Economy) |
| Post Number: | |
| Accountable to: | Group Accountant |
| Management responsibility for: | Project Officer - 1 FTE |
| Authority to liaise with: | Government departments Members of the Public Professional Organisations External Auditors Members of Adur and Worthing Councils Other sections of the Directorate Other Directorates |

| Area | Requirements | |
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| Qualifications | Essential | Desirable |
| | GCSE English and Mathematics or equivalents | Degree or equivalent level of experience in related subject |
| Professional Registration (where applicable) | AAT qualified (Professional Diploma NVQ Level 4) or equivalent, or actively working towards a recognised CCAB Accountancy qualification | CCAB qualified Accountant |
| Knowledge & Experience | | |
| (e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate) | <p>Highly numerate</p> <p>Good written English and presentation skills</p> <p>Good understanding of basic accountancy principles</p> <p>Sound knowledge of Local Government finance and management accounting</p> <p>Ability to produce work of a high quality</p> <p>Good understanding of</p> | <p>Management experience</p> <p>Understanding and awareness of changes within Local Government</p> <p>Understanding of legal issues as they pertain to finance</p> <p>Understanding of the principles of project management</p> <p>Experience of working within a commercial</p> |

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| | commerciality and the ability to effectively appraise projects/services on this basis. | environment. |
| Skills | | |
| Communication/ relationship | <p>Communicate effectively both verbally and in writing</p> <p>Explain complex subjects simply</p> <p>Demonstrate good interpersonal skills</p> <p>Demonstrate diplomacy when suggesting a way forward in such a way that it is taken on board</p> <p>Demonstrate a good understanding of the information needs of managers</p> <p>Work as part of a team</p> | Explain complex issues simply |
| Analytical/ judgmental | Experience of appraising and evaluating the financial implications of projects and proposals | |
| Planning/ organisational | <p>Self motivated and highly organised with the ability to prioritise work and adhere to tight deadlines</p> <p>Ability to delegate, lead, organise, motivate & train others (peers and staff from other departments)</p> <p>Ability to create and manipulate data.</p> | Ability to motivate & train others (peers and staff from other departments) |
| IT | <p>Good experience in the use of a computerised financial information system</p> <p>Use of advanced spreadsheet functions</p> | Understanding of data base reporting tools (Crystal or business objects reporting tools) |
| Abilities | | |
| Physical | Willingness to work across more than one site | Ability to drive |
| Mental | High self-motivation and the ability to plan workloads | |

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| | using own initiative enabling deadlines to be met | |
| Emotional | To be reliable, honest & dependable, with the ability to adapt and readily accept changes in work pressures | |
| Working conditions / Style | Flexible working. Office and remote working - to be adaptable to meet the requirement of the role and its responsibilities. | |
| Other: | | |

Person Specification agreed by:

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| Post holder: <i>(print name)</i> | |
| Signature: | |
| Date: | |
| Line Manager: <i>(print name)</i> | |
| Signature: | |
| Date: | |
| Executive Head of Service: <i>(print name)</i> | |
| Signature: | |
| Date: | |