

PERSON SPECIFICATION

Post Title: Accounting Technician

Directorate: DIRECTORATE OF CHILDREN'S SERVICES
Portfolio/Service Area: Support Services - Finance Section
Scale/Grade: Scale 5

QUALIFICATIONS / TRAINING:

It is **essential** that the postholder has/is:

- AAT, HNC Business Studies or equivalent.

EXPERIENCE / KNOWLEDGE:

It is **essential** that the postholder has/is:

- Considerable experience of office administration, including office and financial procedures and systems.
- Has the level of knowledge required to administer the budget, undertake estimate preparation, monitoring and reporting for the Directorate.
- Evidence of using word processor, spreadsheet and database.

It is **desirable** that the postholder has/is:

- Working knowledge of Local Government.
- Knowledge of financial requirements of educational establishments.
- Experience of payment and accounts procedures in a large organisation.
- Previous experience of Word and Excel.

SKILLS AND ABILITIES:

Essential:

- a) Problem Solving
- Is able to provide, where appropriate, an innovative approach to problems.
- Can assess the validity and accuracy of information in order to provide solutions.
- Has an analytical approach to problem solving.

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| b) | Organisational | Is able to prioritise own workload to meet the customer requirements.
Has the ability to develop and maintain office procedures, systems and practices.
Can carry out tasks accurately and with a methodical approach. |
| c) | Written skills | Can produce reports and letters that are clear and structured. |
| d) | Numeracy | Is accurate and is of the standard to maintain budgets and provide management information. |
| e) | Computer Literacy | Is able to produce accurate work on word-processor, spreadsheet and database. |

PERSONAL SKILLS:

Essential:

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| a) | Team | Works effectively as a team member. |
| b) | Listening | Is attentive when spoken to, asks questions, seeks clarification where necessary. |
| c) | Oral | Is able to adjust manner to suit the audience or topic, displays a tactful and fair approach.
Speech is concise, fluent and articulate. |

PERSONAL DISPOSITION / QUALITIES:

Essential:

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| a) | Self-motivation | Expresses interest and enthusiasm and is able to cope with set-backs.
Is able to work on own and use own initiative. |
| b) | Confidence | Is confident when dealing with people from all levels of the Directorate.
Presents a professional and friendly disposition. |
| c) | Flexibility | Has flexible approach to issues and finds the most appropriate solution to problems.
Is responsive to change. |
| d) | Confidentiality | Is able to maintain confidentiality, as appropriate. |

ADDITIONAL FACTORS:

It is **desirable** that the postholder has/is:

- Ability to travel throughout the County.

Prepared by: Caroline Brand

Date: 20th May 2009

DChS/SS-DJC099-PS