



ADUR & WORTHING COUNCILS

Person Specification

Authority:	WBC/ADC
Directorate:	Digital and Resources
Section:	Service Accounting
Post Title:	Trainee Accountant
Post Number:	42694
Accountable to:	Principal Accountant
Management responsibility for:	None
Authority to liaise with:	Internal

Area	Requirements	
Qualifications	Essential	Desirable
	GCSE or equivalent in English and Mathematics. Degree 2:2 or above OR AAT level 3/4 OR part qualified with a professional Accountancy body	
Professional Registration (where applicable)	Seeking to work towards membership of CIPFA	Association of Accountancy Technicians (AAT) qualified or equivalent
Knowledge & Experience		
(e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate)	Highly numerate Good standard of basic accountancy principles	Understanding and awareness of changes within Local Government Some knowledge of Local Government finance and management accounting Ability to produce accurate work of a high quality
Skills		

Communication/ relationship	Ability to: a) communicate effectively both verbally and in writing b) demonstrate good interpersonal skills in order to persuade budget holders to take action / c) demonstrate diplomacy when suggesting a way forward in such a way that it is taken on board d) work as part of a team	Ability to: a) explain complex issues simply b) demonstrate an understanding of the information needs of service managers
Analytical/ judgmental		Experience of appraising and evaluating the financial implications of projects and proposals
Planning/ organisational	Be well organised with the ability to adhere to tight deadlines Ability to create and manipulate data	Ability to motivate & train others (peers and staff from other departments)
IT	Good knowledge of, and ability to use, spreadsheets especially Microsoft Excel	Experience in the use of a computerised financial information system Use of advanced spreadsheet functions Extensive experience of computerised financial information systems
Abilities		
Physical		
Mental	To be highly self motivated	To be able to plan workload using own initiative to enable deadlines to be met
Emotional	To be reliable, honest & dependable Be able to adapt and accept changes in work pressures	
Working conditions / Style		
Other: ●		

Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	
Line Manager (Print name):	
Signature:	
Date:	
Executive Head of Service (Print name):	
Signature:	
Date:	