

POST TITLE:	Accountant
LOCATION:	Finance Unit, Service HQ, Lime Grove Avenue, Carmarthen
POST NUMBER:	
GRADE:	Grade 7
DEPARTMENT:	Finance Department
DIVISION:	N/A
SECTION:	N/A

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
<u>QUALIFICATIONS/VOCATIONAL TRAINING/COMPETENCES</u>			
5 GCSE's grade C or above, to include Welsh and/or English, and Mathematics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and Certificates
Membership of the Association of Accounting Technicians or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and Certificates
Part qualified CCAB accountant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and Certificates
Institute of Leadership & Management (ILM) award level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and Certificates
<u>KNOWLEDGE</u>			
A good knowledge of accounting techniques and general ledger processes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
An understanding of accounting legislation and CIPFA Codes of Practice	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview
A knowledge of Public sector accounting requirements and procedures.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview
A knowledge of Public sector funding and finances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview
Knowledge of Agresso Financial Management System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview
<u>EXPERIENCE</u>			
Experience of day to day office administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Proven ability to work effectively to tight deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Experience in a similar role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
<u>JOB RELATED / PERSONAL SKILLS</u>			
Numeracy skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Good written and verbal communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to work to agreed strategies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to work as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form, references and interview

Ability to work on own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form, references and interview
Enthusiastic and committed approach to providing a quality service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form, references and interview
Ability to respond effectively when working to deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form, references and interview
Organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form, references and interview
Sound working knowledge of IT based applications e.g. Microsoft Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview

◆ The post holder must be prepared to undertake relevant training in order to become multi-skilled.

COMMUNICATION SKILLS

Welsh verbal skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview
Welsh written skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form and interview
English verbal skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
English written skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to communicate with colleagues at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

WHERE A CRIMINAL RECORD CHECK HAS BEEN IDENTIFIED AS RELEVANT TO THIS POST THE LEVEL OF CHECK AND JUSTIFICATION FOR CARRYING OUT SUCH A CHECK IS SPECIFIED BELOW:

STANDARD DISCLOSURE: **ENHANCED DISCLOSURE:**

JUSTIFICATION:

PREPARED BY:	Sarah Mansbridge, Head of Finance	DATE PREPARED:	July 2022
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