** Person Specification**

#### **Reporting Accountant**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications & Experience** |  |  |
| * Chartered Accountant
 | **\*** |  |
| * Level 6 qualification in relevant discipline
 | **\*** |  |
| * Minimum level 2 qualification in Maths (GCSE or equivalent)
 | **\*** |  |
| * Minimum level 2 qualification in English (GCSE or equivalent)
 | **\*** |  |
| * IT Literate equivalent to level 3, with proficiency in the use of MS Excel or other analysis tools
 | **\*** |  |
| * Experience of working with group accounts and consolidations.
 | **\*** |  |
| * Experience of technical, legislative and regulatory requirements of financial administration and reporting
 | **\*** |  |
| * First Aid qualification (training provided)\*\*
 | **\*** |  |
| * Fire Marshall qualification (training provided)\*\*
 | **\*** |  |
| * Experience in risk management
 |  | **\*** |
| Circumstances |  |  |
| * Able to work flexibly, including early mornings, evenings and weekends where required
 | **\*** |  |
| * Able to travel as needed to fulfil the requirements of the post
 | **\*** |  |
| Personal Skills |  |  |
| * Excellent time management skills
 | **\*** |  |
| * Able to prioritise own workload and work to multiple deadlines
 | **\*** |  |
| * Organised and methodical
 | **\*** |  |
| * Excellent analytical skills
 | **\*** |  |
| * Excellent attention to detail
 | **\*** |  |
| * Able to work independently without supervision
 | **\*** |  |
| **Interpersonal Skills** |  |  |
| * Able to respect confidentiality
 | **\*** |  |
| * Able to work well in a team
 | **\*** |  |
| * Excellent communication skills – written and oral
 | **\*** |  |
| * Able to motivate others
 | **\*** |  |
| * Able to communicate in Welsh
 |  | **\*** |
| Personal Attributes |  |  |
| * Commitment to Quality
 | **\*** |  |
| * Commitment to continuing professional development
 | **\*** |  |
| * Commitment to Diversity
 | **\*** |  |
| * Professional
 | **\*** |  |
| * Reliable
 | **\*** |  |
| * Highly motivated
 | **\*** |  |
| * Diplomatic
 | **\*** |  |

\*\* Candidates who do not hold qualifications on appointment will be considered. However, the successful candidate will be required to undertake the qualification within 12 months.