**[](http://staffintranet/functional/crp-srv/marketing-comms/New%20Logos%20March%202017/High%20Resolution%20Logos/NPTCG-Coll-CMYK-HiRes.jpg) 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.