

Person Specification – Accounts Manager

Below are some of the skills, knowledge and experience which are required for this post.

	Essential	Desirable
Education / Qualifications		
Five GCSEs at Grades A*-C (9-4) to include Maths and English.	*	
AAT/ACA/ACCA qualified or qualified by experience.	*	
Skills/ Knowledge/ Experience		
5+ years of experience in an accountancy practice or of accountancy in a relevant sector.	*	
Strong technical knowledge of Accounting Standards.	*	
Experience using DAPA – Digita Accounts Production Advanced.		*
Knowledge and experience with Xero/Sage/Quickbooks software.		*
Line management experience including experience of conducting appraisals, inductions, probation reviews, and absence management.		*
Competent in Microsoft Word/Excel/Outlook.	*	
Able to effectively lead, manage and motivate an accounts team and provide support, when necessary, with the overall aim of providing a high-quality service to clients.	*	
Able to both lead your own team and work as a team player as part of a central management team.	*	
Organisation skills, time management skills, and the ability to manage deadlines and workflow for both your own work and your team.	*	
Approachable in nature, able to build strong relationships with clients and colleagues.	*	
Analytical ability.	*	
A methodical approach and problem-solving skills.	*	
Excellent interpersonal, written and verbal communication skills.	*	
Able to work accurately with consistent care and attention to detail.	*	
Use own initiative, with the ability to reflect on your own work as well as the wider consequences of financial decisions and advice.	*	
Personal Behaviours & Qualities		
Hold high expectations of themselves and others within the company.	*	
Able to operate effectively, both individually and as a team member.	*	
Professional and confident with the ability to respond to challenges in a calm and professional manner.	*	
Able to demonstrate behaviours and expectations consistent with the David Allen values of ambition, professionalism, knowledge, integrity, and respect.	*	
General		
Able to travel between offices and to undertake client home visits if required	*	