

## Person Specification – Accounts Senior

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

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Education / Qualifications</b>   |           |           |
| Five GCSEs at Grade A-C (9-4) to include Maths and English.   | *         |           |
| AAT/ACA/ACCA qualified; or graduates with an accounts related degree; or qualified by experience.   |           | *         |
| <b>Skills/ Knowledge/ Experience</b>  |           |           |
| 2+ years of experience in accountancy practice in a relevant sector.  | *         |           |
| Specialist technical knowledge.   |           | *         |
| Experience using DAPA – Digita Accounts Production Advanced.  |           | *         |
| Knowledge and experience with Xero/Sage/Quickbooks software.  |           | *         |
| Competent in Microsoft Word/Excel/Outlook.  | *         |           |
| Analytical ability.   | *         |           |
| A methodical approach and problem-solving skills.   | *         |           |
| A good team player who is flexible in their approach.   | *         |           |
| Excellent interpersonal, written and verbal communication skills.   | *         |           |
| Ability to work accurately with consistent care and attention to detail.  | *         |           |
| Organisation skills, time management skills, and the ability to manage deadlines.   | *         |           |
| Use own initiative, with the ability to reflect on your own work as well as the wider consequences of financial decisions and advice.                   |           | *         |
| <b>Personal Behaviours &amp; Qualities</b>  |           |           |
| Hold high expectations of themselves and others within the company.   | *         |           |
| The ability 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. | *         |           |
| <b>General</b>  |           |           |
| Ability to travel between offices and to undertake client home visits if required   |           | *         |