

Person Specification – Accounts Assistant

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

	Essential	Desirable
Education / Qualifications		
5 GCSEs at Grade A-C (9-4) or equivalent including Maths and English.	*	
Working towards AAT/ACA/ACCA qualification or qualified by experience.		*
Skills/ Knowledge/ Experience		
2+ years of experience in accountancy practice in a relevant sector.	*	
Experience using DAPA – Digita Accounts Production Advanced.		*
Knowledge and experience with Xero/Sage/Quickbooks software.		*
Competent in Microsoft Word/Excel/Outlook.	*	
Administrative skills.	*	
Analytical ability.	*	
A methodical approach and problem-solving skills.	*	
A good team player who is flexible in approach and responds to instruction.	*	
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.	*	
Confidence to work under own initiative with integrity to seek instruction or guidance when appropriate.		*
Ability to liaise confidently with clients, colleagues and peers when required.		*
Personal Behaviours & Qualities		
Hold high expectations of themselves and others within the company.	*	
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.		*
Ability to demonstrate behaviours and expectations consistent with the David Allen values of ambition, professionalism, knowledge, integrity, and respect.	*	
General		
Ability to travel between offices and to undertake client home visits if required.		*