

## 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.                                                                                    | *         |           |
| 1+ years of experience in accountancy within the agriculture sector                                                                                     |           | *         |
| Specialist technical knowledge.                                                                                                                         |           | *         |
| 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                                                                       |           | *         |