

Person specification



Job title:	Project Accountant		
Directorate:	Corporate & Commercial		
Reports to (title):		Service:	Finance
Grade of job:	8		

Essential criteria

1. Qualifications	<ul style="list-style-type: none">• Fully Qualified CIPFA/ACA/ACCA/CIMA or equivalent• Commitment to continuous professional development
2. Experience	<ul style="list-style-type: none">• Working within an accountancy environment• Use of Financial Management Systems• Of providing financial advice and ensure robust financial reporting across the organisation.• Demonstate experience of similar accounting role• Proven experience in to develop forecasting and budget expenditure
3. Knowledge/ understanding	<ul style="list-style-type: none">• A sound understanding of local authority finance, budget production and management accountancy.• A proven record of success in financial administration and a clear understanding of budget control systems• A sound and up-to-date knowledge of financial accounting standards and legislation• Understanding of financial governance arrangements applicable to Local Authorities• Process mapping and implementation experience of workstreams.

4. Skills/ability

- To use range of standard IT packages and systems effectively (Word, Outlook, Access)
- To use Financial Systems packages & systems effectively (Oracle, Discoverer, or equivalent)
- Have an advanced capability in the use MS Excel in order to plan, manage and manipulate budget information.
- Deputise for member of the finance management team where appropriate.

- Strong technical skills in accounting
- To produce a high standard of accounts and budgetary information necessary for effective and prudential operation of the council and services.
- Ability to communicate complex financial information clearly to the full range of budget holders
- To develop a full understanding of the financial management processes (within 3 months of taking up post) of the service(s) being supported.
- Review and appraise the financial implications of management proposals (as submitted in report format)
- To advise and assist Heads of Service and budget holders on value for money issues.
- To be able to assess and advise on capital investment appraisals
- To contribute to the medium term financial strategy process.
- Excellent written, oral & graphical skills, including report writing, chart construction & the presentation of financial information to internal & external bodies
- Excellent attention to detail and me
- Project management skills with regards to calculating project costs & the financial implications of the project with follow up action & recommendations to be made
- Good social and business partnering skills to liase with stakeholder across local authority.
- Analyse, assess & interpret complex financial data
- Carry out authorising duties as specified by the Head of Service
- Prioritise workload, manage time/other resources & meet tight deadlines
- Manage tight deadlines whilst managing multiple activities and stakeholders.
- Maintain high level of confidentiality