

PERSON SPECIFICATION

POST: Assistant Accountant

	Essential	Desirable	Means of Assessment
Skills, Knowledge, Aptitudes	<ul style="list-style-type: none"> ● Ability to organise and prioritise workload ● Excellent IT skills ● Excellent written and oral communication skills ● Good level of numeracy skills, ● A solid understanding and wide range of knowledge in accounting ; Sales ledger, purchase ledger, management accounting processes including accruals and prepayments, etc. ● Excellent attention to detail ● Determined and committed to high quality standards ● Ability to solve queries ● Good team player with a flexible approach to work ● Ability to work effectively under pressure ● Discretion when dealing with confidential matters 	<ul style="list-style-type: none"> ● Experience using Sage 200 ● Experience of 123 Insights ● Experience of using google documents/ drive 	<ul style="list-style-type: none"> ● Interview ● CV ● References
Qualifications & Training	<ul style="list-style-type: none"> ● AAT level 4 or equivalent 	<ul style="list-style-type: none"> ● Part qualified CIMA/ ACCA 	<ul style="list-style-type: none"> ● CV ● Certificates for qualifications
Experience	<ul style="list-style-type: none"> ● Minimum of 3 years' experience within an accounting function ● A wide range of accounting experience is required, key areas are: <ul style="list-style-type: none"> -Purchase Ledger -Sales Ledger -Assisting with Management Accounts tasks -Fixed Asset management, additions, disposals, depreciation -VAT return 	<ul style="list-style-type: none"> ● Experience in the following areas: <ul style="list-style-type: none"> -Assisting with annual financial audits -Preparing tax computation information 	<ul style="list-style-type: none"> ● CV ● Interview
Special Requirements	<ul style="list-style-type: none"> ● Must have a UK driving license ● Security clearance 		<ul style="list-style-type: none"> ● CV/ Review on DVLA website ● Application