



Person Specification

Job Title

Assistant Accountant

Qualifications



Desirable

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|--|---|
| 1. Level 2 in Maths and English | A |
| 2. Recognised UK Accounting qualification (willing to work towards) or substantial qualification by experience | A |

Key skills

Essential

- | | |
|--|-----|
| 1. Level of literacy at a standard to be able to follow written instructions and finance calculations | A/I |
| 2. Empathy with learners and citizens and skills / attitude to empower and inspire them to meet their potential | I |
| 3. Interpersonal and communication skills (written and in person) to liaise with customers, suppliers and staff on a range of finance issues | I |
| 4. Independence of action to ensure tasks are completed safe and effectively | I |
| 5. Ability to follow procedures and identify areas of weakness and improvement to protect the assets of Portland College | I |
| 6. Ability to transact information at a high level of accuracy | A/I |

Experience

Essential

- | | |
|--|---|
| 1. Minimum of 2 years working in a financial environment | A |
|--|---|

Desirable

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|--|-----|
| 1. Knowledge of VAT legislation within Education and general trading | A/I |
| 2. Experience of working with confidential information | |

Knowledge

Essential

- | | |
|--------------------|-----|
| 1. Strong IT skill | A/I |
|--------------------|-----|

Desirable

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|--|-----|
| 1. Critically evaluate processes and suggest improvements / benefits | A/I |
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Other personal requirements

Essential

- | | |
|--|---|
| 1. A respectful and inclusive attitude to service users and colleagues | I |
| 2. Approachable and helpful | I |
| 3. Able to effectively manage a varied and sizeable workload | I |
| 4. Interest in continuing professional development | I |

✓ How we intend to assess your match with our person specification

A Application Form

C Assessment Centre

I Interview