



## Person Specification

Job Title

**Management Accountant**

### Qualifications

#### Essential

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| <ul style="list-style-type: none"> <li>Professional Accountancy related qualification or significant experience in an Accounting Role.</li> </ul> | A/I |
|---|-----|

#### Desirable

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| <ul style="list-style-type: none"> <li>Professional Accountancy qualification (Degree/ACA/ACCA/CIMA)</li> <li>VAT specific qualification.</li> </ul> | A/I |
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### Key skills

#### Essential

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|---|-----|
| <ul style="list-style-type: none"> <li>Proven ability to develop positive working relationships with individuals at all levels, ideally in Business Partnering.</li> <li>Proven organisation and time management skills</li> <li>A systematic approach to work with proven problem-solving skills</li> <li>Understanding and ownership of VAT returns, reviews and transaction amendments.</li> </ul> | A/I |
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### Experience

#### Essential

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| <ul style="list-style-type: none"> <li>Production, or assisting in the production, or monthly management accounts.</li> <li>Experience working within a business with significant departmental reporting.</li> <li>Experience being part of an Audit team, either as an auditor or as a client.</li> <li>Balance Sheet reconciliations within tight timelines (working day 5)</li> <li>Demonstrable education specific finance experience of at least 2 full academic years</li> </ul> | A/I |
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#### Desirable

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| <ul style="list-style-type: none"> <li>Experience of coaching and mentoring staff to develop their skills in Finance.</li> </ul> | A/I |
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### Knowledge

#### Essential

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| <ul style="list-style-type: none"> <li>Charity accountancy best practice.</li> <li>Financial Rules and Regulations (particularly charity sector)</li> </ul> | A/I |
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#### Desirable

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| <ul style="list-style-type: none"> <li>Knowledge of the Statements of Recommended Practice (SORP), and up to date with CPD on legislation changes.</li> </ul> | A/I |
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### Other personal requirements

#### Essential

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| <ul style="list-style-type: none"> <li>Reliable, motivated, patient, empathetic</li> <li>Ability to maintain confidentiality</li> <li>Willingness to partake in regular CPD and events.</li> </ul> | I |
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#### Desirable

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|---|---|
| <ul style="list-style-type: none"> <li>Flexibility to work the hours and days to meet the needs of the college</li> </ul> | I |
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### How we intend to assess your match with our person specification

A Application Form    I Interview