

## Person Specification: Accountant and Administrator (Part Time)

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have many applications that meet all the essential criteria, we will then use the desirable criteria to produce the shortlist. Attributes marked as desirable will become essential prior to the end of the probation period.

Selection Criteria					
Attributes		Item	Relevant Criteria	ID Method	Rank
1	Skills and Abilities	1.1	Excellent communication and interpersonal skills with experience of dealing confidently and professionally with people from both inside and outside of the organisation	A, I	E
		1.2	Excellent IT skills with experience of the Microsoft Office Suite, HMRC PAYE Basic Tools, the internet and social media.	A, I, C	E
		1.3	Ability to update and/or manage websites via a content management system	A, I	D*
		1.4	The ability to manage a demanding and dynamic workload in a professional and politically astute manner with strong organisational skills.	A, I	E
		1.5	Ability to work flexibly and effectively both independently and as a member of a team	A, I	E
		1.6	Highly developed written communication skills with excellent attention to detail, including proofreading skills and working to a high level of accuracy.	A	E
		1.7	Ability to develop and maintain a wide range of working relationships and networks.	A, I	E
		1.8	Ability to use tact, diplomacy and discretion when undertaking the duties of the post.	A, I	E
2	General & Specialist Knowledge	2.1	Knowledge of the role of the Lord-Lieutenant and aims of the Lieutenancy	A, I	D*
		2.2	Knowledge of National Reward and Recognition as detailed with the Duties Section of the Job Description	A, I	D*
3	Training and Relevant Experience	3.1	Numerate and comfortable working with figures and experienced in managing a budget, producing a forecast and reconciling bank statements.	A, I	E
		3.2	Familiar with using HMRC's Basic PAYE Tools	A, I	D*
		3.3	Experience of acting as an Accountant and Administrator at a similar level.	A, I	E

3	Training and Relevant Experience	3.4	Experience of working within a confidential environment or handling confidential materials	A, I	E
4	Special Requirements	4.1	Willingness by agreement to undertake occasional work outside normal working hours and occasionally vary working days	A, I	E
		4.2	Ability to drive with access to a vehicle	A, I	D

<b>Key</b>	Identification (ID) Method	A	Application Letter / CV
		I	Interview
		C	Copy of Certificates
	Rank	E	Essential
		D	Desirable
		D*	Desirable but essential once in post