

**PERSON SPECIFICATION**

**Students’ Union Management Accountant**

**Vacancy Ref:**

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| **Criteria** | **Essential/ Desirable** | **\* Application Form/ Supporting Statements/ Interview** |
| A professional accounting qualification e.g. CIMA/ ACA/ ACCA. Fully or part qualified will be considered. | Essential | Application Form |
| Experience of working in a finance role for a minimum of 3 years | Essential | Application Form/ Supporting Statements/ Interview |
| Experience of supervising /managing staff. | Essential | Application Form/ Supporting Statements/ Interview |
| Excellent IT competency, including use of Microsoft Office, particularly strong excel skills. | Essential | Application Form/ Interview |
| To have experience of an Accounting Software Package (at least 3 years)- preferably Sage 200 Professional | Essential | Application Form/ Interview |
| The ability to work to a high level of accuracy and attention to detail. | Essential | Application Form / Interview |
| Competent in double entry book-keeping. | Essential | Application Form & interview |
| To convey an appropriate rationale and interest in applying for this particular post | Essential | Application Form & supporting statements |
| Ability to work in a team and have a flexible approach to work. Ability to work with little supervision and on multiple tasks. | Essential | Interview |
| Excellent organisation and time management skills.  Experience of prioritising workload to meet competing  deadlines. | Essential | Application Form /Supporting Statements/ Interview |
| Advocate of excellent ‘customer’ care / service dealing with a range of customer queries / concerns in a professional manner. | Essential | Application Form / Interview |
| Knowledge / experience of payroll. | Desirable | Application Form / supporting statement |

* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet

the criteria. The response will be “scored” as part of the shortlisting process.

* **Interview** – assessed during the interview process by either competency-based interview questions, tests, presentation etc.