

Hull & East Yorkshire Mind

Assistant Accountant (25 hours) – Person Specification

Essential Requirements		How Measured		
		App Form	Inter-view	Docu-mentary Evidence
Educational/Professional Requirements	• 5 GCSE (or equivalent) grade C or above in Maths, English, Arts and/or sciences or equivalent experience	X		X
	• AAT Qualified or equivalent	X		X
Experience	• Recent experience of working in financial accounting	X		
	• Working in a team producing financial data to strict deadlines	X	X	
	• Working on your own to a given brief and timescale	X	X	
	• Preparation and presentation of financial data or information	X	X	
	• Successful completing of accounting duties such as computerised bank reconciliation, cashiering, record keeping, purchase and sales ledgers, etc	X	X	
Knowledge	• General understanding of financial reporting principals for internal and external use		X	
	• Good understanding of basic accounting principles and theory		X	
	• General understanding of payroll preparation	X	X	
	• Good oral communication skills		X	
Skills	• Good inter-personal skills		X	
	• Ability to work in a team		X	
	• Strong numeric and analytical skills *		X	
	• Computer literate on Microsoft products, eg Word, Excel *	X	X	
	• Ability to plan own workload		X	
	• Enthusiastic and motivated		X	
Personal Attributes	• Empathy with colleagues	X	X	

- *These skills will be measured by a test as part of the interview process.*

Desirable Requirements		How Measured		
		App Form	Inter-view	Docu-mentary Evidence
Educational/professional requirements	<ul style="list-style-type: none"> • Working toward ACCA or equivalent 	X		X
Experience	<ul style="list-style-type: none"> • Working in finance in a Charitable organisation or the public sector 	X		
	<ul style="list-style-type: none"> • Presentation of self prepared financial data to line managers 	X	X	
	<ul style="list-style-type: none"> • Experience of financial returns to funding providers 	X	X	
	<ul style="list-style-type: none"> • Working to a brief and using own initiative to complete the task on time and to high standards 		X	
	<ul style="list-style-type: none"> • Supervision of junior members of staff 	X	X	
	<ul style="list-style-type: none"> • Working with a BACS payment system 	X	X	
Knowledge	<ul style="list-style-type: none"> • General understanding of Charity Finance including the organisational structure and the roles and responsibilities of Executive Officers and Finance Sub committee 		X	
	<ul style="list-style-type: none"> • General understanding of the responsibilities of Trustees 		X	
	<ul style="list-style-type: none"> • General understanding of current accounting principles and practice 		X	
	<ul style="list-style-type: none"> • Good understanding of payroll preparation 	X	X	
Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills 	X	X	
	<ul style="list-style-type: none"> • Highly computer literate and able to use a range of software products 	X		
	<ul style="list-style-type: none"> • Well developed planning skills in the management of self 		X	
Personal Attributes	<ul style="list-style-type: none"> • Committed to personal development 	X	X	

Additional	<ul style="list-style-type: none">• Access to own transport	X		
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