

Person Specification: Management Accountant

Criteria	Essential	Desirable	How Identified
Knowledge/Experience	<ul style="list-style-type: none"> • Financial Management, Accounting & Computerised Accounting Systems • Preparation of Management Accounts • Budget setting and budgetary control • Experience of preparation of financial statements • Significant experience of using Microsoft Excel 	<ul style="list-style-type: none"> • Experience in an educational setting 	Application Form Interview References
Skills/Abilities	<ul style="list-style-type: none"> • Excellent IT skills • High level customer service skills • Organisational ability • Ability to work to strict deadlines • Ability to remain calm under pressure 		Application form Interview References
Qualification/Training	<ul style="list-style-type: none"> • CCAB part-qualified or QBE • Excellent written and oral communication skills 	<ul style="list-style-type: none"> • Recent CCAB qualified 	Application Form Interview
Personal Qualities	<ul style="list-style-type: none"> • Ability to prioritise tasks • Flexible and adaptable • Able to work on own initiative • Proactive, innovative, flexible and co-operative approach to working as a team member • Strong oral and written communication skills, with the ability to explain information in a clear and understandable way to non-finance professionals • Commitment to H&S awareness • Ability to promote and safeguard the welfare of students 	<ul style="list-style-type: none"> • Commitment to Personal development 	Application Form Interview References
Other Criteria		<ul style="list-style-type: none"> • Willingness to undertake cross site travel 	Application Form Interview References

You will be required to obtain an Enhanced Disclosure certificate for this post. The college will provide you with this application form if you are successful. You may wish to obtain further information from the DBS information line, 0870 90 90 811 or www.homeoffice.gov.uk/dbs . Any relevant issues arising from references will be discussed with you.