

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Principal Accountant

Grade: 10

Post Ref: CC140

Date: December 2020

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience	Substantial practical experience of working within an accountancy environment, including budget preparation and monitoring. Participation in compilation of final accounts of a local authority.	Interview/Application Form/Reference	Local Authority experience Supervision of staff Knowledge of treasury management practice and procedures Performance measurement/management and benchmarking processes.
(2) Formal Academic Qualifications	5 GCSE's grade A-C including English and Maths (or equivalent). Relevant Accountancy Qualification recognised by CCAB (preferably CIPFA).	Interview/Application Form/Certificates	Full CCAB recognised Relevant Accountancy Qualification (preferably CIPFA).
(3) Vocational Qualifications and Training	Current valid driving licence	Licence	
(4) Specialist Knowledge	Knowledge of accounting principles and practices and of financial processes/procedures. Familiarity with computerised financial information systems, particularly	Interview/Application Form/Reference	Knowledge of CIPFA accounting codes of practice. Knowledge of local authority capital accounting procedures Local Authority procedures

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	general ledger. Working knowledge of Microsoft applications, sufficient to input and retrieve data using packages such as Word, Excel and Outlook for email.		
(5) Special Working Conditions	All employees are required to comply with the Authority's No Smoking Policy. Acknowledgement/acceptance of the Council's customs and procedures, e.g. Standing Orders and Financial Regulations. Postholder may be required to attend occasional evening meetings. Access to vehicle that can be used for work purposes.		

Competency	Behaviours	How Assessed				
Planning and Organising	<table border="1"> <tr> <td data-bbox="378 1109 454 1262">1.</td> <td data-bbox="454 1109 1028 1262">Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure.</td> </tr> <tr> <td data-bbox="378 1262 454 1327">2.</td> <td data-bbox="454 1262 1028 1327">Accepts constructive feedback and makes adjustments accordingly.</td> </tr> </table>	1.	Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure.	2.	Accepts constructive feedback and makes adjustments accordingly.	Interview/Test.
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2.	Accepts constructive feedback and makes adjustments accordingly.					

<p>Organisational Development</p>	<p>3. 4.</p>	<p>Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance. Awareness of own shortfalls and takes charge of personal development to keep skills up to date whilst developing knowledge within a particular area through learning.</p>	<p>Interview.</p>
<p>Communication</p>	<p>5. 6. 7. 8. 9.</p>	<p>Communicates information clearly, accurately, positively and in a timely manner. Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others. Demonstrates required skill in all forms of written oral and technological communication. Changes communication style and approach to meet the preferences of those with whom they are dealing with or of people from diverse backgrounds. Explains reasons for the actions and seeks others opinions.</p>	<p>Interview/Test.</p>
<p>Focusing on our citizens</p>	<p>16.</p>	<p>Take pride in the job and in delivering what our communities need; promote these successes and the difference it has made.</p>	<p>Interview.</p>
<p>Leadership</p>	<p>22.</p>	<p>Has the ability to delegate the appropriate tasks, taking into consideration others skills and abilities.</p>	<p>Interview.</p>

	24.	Exhibits confidence in financial management, uses the appropriate language, i.e. Budgets, forecast, assets, revenue, shortfall, surplus etc. Discusses the financial implications of decisions, linking decisions to budget provisions.	
	25.	Champions 'value for money' in their dealing with others. Says 'no' if not good value, explaining reasons why in order to continuously improve service.	
Strategic Thinking	32.	Creates or contributes to the creation of long term plans for the service area based on the vision for the service area and the overall Authority.	Interview.
Managing Change	35.	Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities.	Interview.
	38.	Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	
Performance Management	39.	Gathers and gives feedback regularly and constructively on an individual and organisational basis.	Interview.
	41.	Make time to discuss performance, attitude and approach on a regular basis, providing support and guidance and taking action if performance does not improve.	
	42.	Evaluate mistakes and learn from them.	

Living the values	47. 48. 49. 50.	Express pride in what the Council does and uphold the reputation of the council. Demonstrate high standards of personal and professional conduct and be a role model to others. Ensure actions are in line with what citizens should expect from Council employees. Is prepared to admit to having made a mistake.	Interview.
Health and Safety	51.	Demonstrates basic understanding of Health and Safety responsibilities within the workplace.	Interview.