

Person Specification for Post of Accountant

Criteria	Essential	Desirable	Measurement
Education and Training: <ul style="list-style-type: none"> • Absolute minimum: qualification to AAT or higher • Proficiency in spoken and written English • Good level of secondary or equivalent education (incl English & Maths) 	Yes Yes Yes		Application and interview
Experience: <ul style="list-style-type: none"> • Working with people of varying experience and financial expertise • Maintaining easy-to-access record systems, including databases • Organising regular and ad hoc meetings • Working within the voluntary sector and experience of relevant legislation • Used to committee processes • Experience of remote working (i.e. with people working at a different base) 	Yes	Yes Yes Yes Yes Yes	Appl/interview
People Skills: <ul style="list-style-type: none"> • Pleasant and welcoming telephone manner • Effective (accurate) listener • Collaborative worker 	Yes Yes Yes		Appl/interview
Technical/Professional Skills: <ul style="list-style-type: none"> • Clear and concise written communication • Minute taking, report writing • Computer literate: email, Word, Excel, with a clear understanding of security needs • Proficient in Sage Line 50, • PowerPoint • Budgeting and proper record maintenance 	Yes Yes Yes Yes	Yes Yes	Appl/interview Appl/interview/ Exercise
Personal Characteristics <ul style="list-style-type: none"> • Well-organized • Able to maintain a high level of confidentiality • Able to prioritise effectively • Adaptability and flexibility • Ability to work effectively under pressure • Self-motivated team-worker • Sympathetic to the Christian faith and the ethos of URC • Able to lift light loads • Knowledge of the United Reformed Church 	Yes Yes Yes Yes Yes Yes Yes Yes	Yes Yes	Appl/interview

