

PERSON SPECIFICATION: MANAGEMENT & SYSTEMS ACCOUNTANT

	<u>Essential</u>	<u>Desirable</u>
Experience	<ul style="list-style-type: none"> • Minimum 3 years in a management accounting role with a proven track record of liaising at all levels. • Development of management accounting, reporting and models from origination to implementation 	<ul style="list-style-type: none"> • Experience in the charitable and/or heritage sector • Experience in the 'events' and / or retail / F&B sector
Skills	<ul style="list-style-type: none"> • Strong MS Office skills especially Excel (pivot tables, "ifs", "sumifs" and lookups) • Excellent oral and written communication skills, as well as the ability to collaborate • Proven ability to meet tight deadlines and adjust to shifting priorities 	<ul style="list-style-type: none"> • Sage 50 Accounts Professional • Use of ERP/EPOS and ticketing systems • Knowledge of VB for Windows
Knowledge	<ul style="list-style-type: none"> • Budgetary and planning methods and application • Management account reporting 	<ul style="list-style-type: none"> • Charity Commission SORP (FRS 102) • VAT (beyond the standard rate)
Qualifications	<ul style="list-style-type: none"> • Qualified Accountant: ACCA/CIMA 	
Personal Attributes	<ul style="list-style-type: none"> • Analytical thinker and good problem solving skills • Proactive approach to work • Comfortable giving and receiving 360 feedback on performance and behaviours • An enquiring mind with strong analysis and numerical ability • Relationship management, to build a sustainable relationship with stakeholders • Good staff management skills 	

