



### Person Specification

1. A proven track record of developing and working effectively in cooperation and partnership with a range of different organisations. (E)

### Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

|                     |                    |
|---------------------|--------------------|
| <b>Job Title</b>    | Project Accountant |
| <b>Grade</b>        | 10                 |
| <b>JE Reference</b> | A11548             |
| <b>Directorate</b>  | Corporate          |
| <b>Service</b>      | Finance            |

### Criteria

| <b>Experience</b>   |     |   |
|---|-----|---|
| 1. Proven track record of achievement in a management role in a large, multi-functional organisation  | A/I | E |
| 2. Evidence of a proven track record of achievement in effective service/business planning that has been responsive to changing service needs with positive outcomes. | A/I | E |
| 3. A successful record of delivering customer led services that involve users and drive up standards of performance.  | A/I | E |
| 4. A proven track record of developing and working effectively in cooperation and partnership with a range of different organisations. (E)                            | A/I | E |
| 5. Evidence of successful resource & financial management and applying monitoring and control procedures  | A/I | E |

| <b>Skills and Abilities</b>   |       |   |
|---|-------|---|
| 6. The postholder must be able to influence, monitor and support the operational and strategic risk environment supporting the effective review of roles and responsibilities across the team supporting risk minimisation and maximising compliance and control measures across roles and processes. | A/I/P | E |
| 7. The postholder must be confident to engage on complex financial matters with both internal directorates to a very senior level including Government Envoys and the Executive Director of Transformation.   | A/C   | E |

|   |       |   |
|---|-------|---|
| 8. The postholder must be confident in delivery of complex financial information and training to non financial colleagues across the organization.  | I/A/C | E |
| 9. Ability to undertake year-end financial accounts procedures and preparation in a timely and efficient manner.  | A/I/P | D |
| 10. This role requires business process analytical capabilities to lead the design and delivery of the improvement projects and interventions aligned to enhance productivity, personal growth and efficiency across processes.   | A/I/P | E |
| 11. To ensure high standards of accuracy, professionalism and customer care across the programme.   | A/I/P | E |
| 12. To provide support and guidance with strict adherence to confidentiality of personal information and Data Protection legislation.   | A/I   | E |
| 13. To hold yourself and others to a high standard of professionalism at all times, demonstrating your commitment to delivery of the corporate strategy and the underpinning organizational values and behaviours as well as ensuring service confidentiality is maintained throughout all we do. | A/I/P | E |
| 14. Working with other teams across the organization and liaising with third parties such as the local VCFSE sector and the business community as appropriate.  | A/I/P | D |

| <b>Education, Qualifications and Knowledge</b>   |       |   |
|--|-------|---|
| 15. Formal qualification or Degree in a relevant discipline.   | A/C   | D |
| 16. Member of relevant technical / professional institution or can provide evidence of a measurable demonstration of required knowledge, skills and abilities, experience etc. | A/C   | D |
| 17. Thorough understanding of local government issues in the service area plus knowledge of the legislative issues being faced   | A/I/P | E |
| 18. Demonstrate a commitment to personal and organisational continuous professional development  | A/I   | D |
| 19. To be committed to maintain Continuing Professional Development by keeping up to date with any relevant legislative, constitutional or accounting changes.                 | A/I   | E |
| 20. To be committed to maintain your own skills and expertise, and those of the team.  | A/I   | E |

| <b>Other Requirements</b>   |     |   |
|---|-----|---|
| 21. Demonstrate a willingness to embrace a flexible working culture that applies personally and organisationally recognising, where appropriate, the positive impact on service delivery and work – life balance. (E) | A/I | E |

| <b>Commitment To Equal Opportunities</b>   |     |   |
|--|-----|---|
| 22. Demonstrate a clear and measurable approach to equality and diversity issues with a personal commitment that is also mainstreamed through policy development and service practice. (E) | A/I | E |

| <b>Commitment To Service Delivery / Customer Care</b>  |       |   |
|--|-------|---|
| 23. Committed to providing an excellent customer experience and embedding customer focus in all aspects of service delivery.                           | A/I   | E |
| 24. Provide evidence of a commitment to collaborative working with stakeholders and partners that puts customers at the heart of service delivery. (E) | A/I/P | E |

| <b>Climate and Sustainability</b>  |     |   |
|--|-----|---|
| Holds a Carbon Literacy Certificate (or related qualification), or willing to undertake Carbon Literacy related training, in support of the council's climate and sustainability objectives. | A/I | D |

| <b>Methods of Assessment Key</b> |                |                      |
|----------------------------------|----------------|----------------------|
| A Application Form               | I Interview    | C Certificate        |
| T Test                           | P Presentation | AC Assessment Centre |

| <b>Review Arrangements</b>  |
|---|
| The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time. |

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|------------------------------|--|
| <b>Prepared / Revised By</b> | Claire Postlethwaite                             |
| <b>Role</b>                  | Executive Director Finance & Section 151 Officer |
| <b>Date</b>                  | 15th January 2026                                |