

PERSON SPECIFICATION

Office and Team:	Harrow - Financial Reporting
Job Title and Grade:	Financial Accountant – Grade 6
Date:	January 2018

Specification	Essential	Desirable
Relevant skills and/or aptitudes	<p>Good knowledge of accounting, time and billing software</p> <p>Good knowledge of Microsoft Office software suite with excellent spreadsheet skills</p> <p>Problem solving. Good analytical skills and plenty of initiative</p> <p>Good communication & interpersonal skills. Ability to deal appropriately at all levels</p> <p>Methodical and organised approach to work – good time management and ability to meet tight deadlines</p> <p>Ability to work as part of a small team</p> <p>Accuracy and attention to detail</p>	<p>Experience of working with Aderant PMS</p> <p>SQL</p>
Experience	<p>Minimum of 3 years post qualification experience as a Financial Accountant</p> <p>Experience of external audit</p>	<p>Partnership accounting</p> <p>Law firm exposure</p>

Specification	Essential	Desirable
Relevant education/ training	ACA or ACCA qualified	Accountancy practice background
Other requirements		