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| Job title: | Accounting Support Officer |
| Bristol grade: | BG7-9 |
| Managed by: | Finance Manager/Group Accountant |
| Responsible for: | No direct reports |
| Directorate: | Resources |
| Service area: | Finance |

| Preferred assessment method | |
|------------------------------------|----------------------|
| A | Application |
| AC | Assessment centre |
| I | Interview |
| PA | Practical assessment |
| P | Presentation |
| T | Test |

The table below sets out the essential and desirable knowledge skills and aptitude required to do this role.

Essential (MUST HAVE) = minimum skills, qualifications, knowledge and experience required to perform in the role

Desirable (COULD HAVE) = skills, qualifications, knowledge and experience required that will help the jobholder to perform in the role

| Requirement – ESSENTIAL – ALL ROLES | Method |
|---|----------------|
| Good numeracy skills and able to handle & understand complex numerical data and an understanding of basic finance concepts and processes. | A, I, T |
| Able to think creatively and flexibly to resolve problems. | A, I, T |
| Able to take responsibility for day-to day activities using own initiative and prioritising work to meet deadlines individually or as part of a team. | A, I, T |
| Able to communicate effectively both verbally and in writing to establish effective working relationships. | A, I, T |

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|--|---------|
| Have a working knowledge of business and teamworking applications, e.g., Microsoft 365 or equivalent, including email, word processing, spreadsheet, browser, team collaboration applications, and a willingness to learn new applications and technology as required. | A, I, T |
| Able to demonstrate understanding of equity, diversity and inclusion. | A, I |

| Requirement – ADDITIONAL ESSENTIAL – BG8 | Method |
|--|---------|
| AAT qualification or relevant NVQ level 2 qualification or experience that demonstrates an equivalent acquisition of knowledge. | A |
| Demonstrable practical experience in a financial environment of a large organisation including all of the following: <ul style="list-style-type: none"> detailed preparation and maintenance of the monthly reporting processes (specific to the team) and the budget setting process the use of spreadsheets, databases and financial information systems customer relation management in a financial setting. | A, I, T |
| Ability to establish and maintain good working relationships in a financial setting. | A, I, T |
| Proven ability to cope under pressure from competing demands/deadlines. | A, I, T |

| Requirement – ADDITIONAL ESSENTIAL – BG9 | Method |
|---|---------|
| AAT qualification or relevant NVQ level 3 qualification or experience that demonstrates an equivalent acquisition of knowledge. | A |
| Experience of project work such as value for money, interpretation of benchmarking results, or investigations into financial issues or anomalies. | A, I, T |
| Experience of supervisory or Peer Support for junior colleagues. | A, I, T |

| Requirement – DESIRABLE | Method |
|---|--------|
| Actively working towards a relevant professional qualification. | A |
| Experience of Financial Management Systems. | A |
| A knowledge of Local Government Finance. | A |