

PERSON SPECIFICATION

Job title: Management Accountant

Date: January 2019

DETAIL	ESSENTIAL	DESIRABLE	EVIDENCE
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> • Professional accountancy qualification, or part qualified or equivalent. 		<ul style="list-style-type: none"> • Application
EXPERIENCE	<ul style="list-style-type: none"> • At least 3 years' experience within a SME environment or similar. • Previous experience of producing monthly management accounts. • Previous experience of working with budget-holders to produce detailed budgets and analysis of variances. • Previous experience of identifying and achieving efficiency targets. 	<ul style="list-style-type: none"> • Previous experience of working with capital budgets. • Previous experience of working with capital construction projects. 	<ul style="list-style-type: none"> • Application • Interview
SPECIFIC SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Intermediate to Advanced Excel skills. • Ability to articulate issues clearly to non-finance managers. • Strong influencing skills. • Strong analytical skills. • Good communication skills. • Team player. 	<ul style="list-style-type: none"> • Experience of Opera. • Aware of FRS102 and New Charity SORP. 	<ul style="list-style-type: none"> • Application. • Interview. • Assessment.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Good listener. • Results focused. • Perseverance. • Self-motivated. • Enquiring mind. 		<ul style="list-style-type: none"> • Application. • Interview. • References.
OTHER FACTORS	<ul style="list-style-type: none"> • Committed to the Vision of Morden College: "A world in which our older people are able to live their lives to the 		

	<p>full, both cared for and safe”.</p> <ul style="list-style-type: none">• Committed to the Values of Morden College: patience, integrity, compassion, respect, inclusivity and accountability.		
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