



SELECTION CRITERIA

POST: Project Accountant
DEPARTMENT: Finance

| | Essential Criteria | Desirable Criteria | How & When |
|----------------------------------|---|--|---|
| Education / Qualification | ACA/ACCA/CIMA qualified | | Application Form Certificates |
| Skills / Abilities | Good communication skills - written and verbal Strong analytical and interpretation skills Ability to identify and resolve projects Ability to drive continuous improvement and solve problems in a team environment Strong numerical and data analysis skills. Ability to work both independently and as part of a team | Working knowledge of Sage 200 Presenting financial information to those with a non-financial background | Application Form Interview References |
| Experience | Dealing with charity finances and the SORP Preparation of statutory accounts Leading complex financial projects Working closely with auditors | | Interview References |
| Knowledge | Accounting practices and procedures Accountancy systems and using Microsoft Excel for financial reporting. Charity SORPS | | Interview References |