



The Edmund Trust

Person Specification

Job Title Management Accountant

Date: April 2022

Qualities	Essential Those qualities which are essential to perform the job.	Desirable Those qualities which allow the job to be performed to the optimum level.
Experience and Skills	<p>Excellent communicator with ability to convey information clearly and concisely, to people at all levels.</p> <p>Excellent interpersonal skills and ability to build rapport easily.</p> <p>Excellent organisation and prioritising skills.</p> <p>Able to produce consistent, accurate work without the need for checking.</p> <p>Able to make decisions based on known factors such as procedures, financial models and statutory regulations.</p> <p>Ability to work under pressure and deliver tasks to completion on time.</p> <p>Able to work effectively and collaboratively with others within and beyond the team.</p> <p>Able to keep relevant matters confidential.</p> <p>Build relationships with non-financial stakeholders and provide financial analysis, insight and guidance.</p>	
Personal qualities	<p>Positive outlook.</p> <p>Friendly, approachable and personable.</p> <p>Committed to providing a service that meets the needs of the organisation.</p> <p>Empathetic to the needs of those who use the Finance service.</p> <p>Highly organised and able to juggle numerous tasks and priorities effectively.</p> <p>Team player – works collaboratively with others across and outside the organisation.</p> <p>Flexible approach to working practice and when required, working hours.</p> <p>Committed to continuously improving own work and</p>	<p>Innovative approach – ability to think outside the box and willing to explore new ways of doing things to meet operational objectives.</p>

	<p>procedures.</p> <p>Embraces change; working positively to meet operational and organisational objectives; convinces others of the need for change.</p> <p>Acts as a good role model to staff team and colleagues.</p>	
<p>Education/Qualifications e.g. academic or professional qualifications.</p>	<p>Minimum 2 A Levels or equivalent or higher. ACCA/CIMA studier</p>	<p>ACCA/CIMA qualified</p>
<p>Knowledge</p>	<p>Knowledge of current good practice Comprehensive and up to date CPD record</p>	<p>Up to date knowledge of current accounting standards</p>
<p>Other</p>	<p>Car driver with own car for business use</p> <p>Ability to work from home when required</p>	