

## NHS Lothian

### Post: Assistant Accountant, ELHF

#### PERSON SPECIFICATION

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	<ul style="list-style-type: none"> <li>Highly motivated with drive, enthusiasm and commitment</li> <li>Personable and approachable</li> <li>Seeks to add value</li> <li>Works flexibly in a changing environment</li> <li>Understands and demonstrates NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.</li> </ul>		A/I
Qualifications and Training	<ul style="list-style-type: none"> <li>Part qualified CCAB Accountant or Association of Accounts Technicians (AAT) Technician Level</li> <li>Can demonstrate a proactive approach to developing new skills</li> </ul>		A/C
Experience and Knowledge	<ul style="list-style-type: none"> <li>Experience of processing complex investment transactions.</li> <li>Experience of liaising with external auditors</li> <li>Using and maintaining financial systems</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a charity finance function</li> <li>Experience of an NHS charity</li> </ul>	A/I
Skills and/or Abilities	<ul style="list-style-type: none"> <li>Understanding of charity finance</li> <li>Ability to build effective working relationships at all levels</li> <li>Ability to meet deadlines and work well under pressure</li> <li>Excellent IT in particular computerised accounting skills and Excel to an intermediate/advanced level.</li> <li>Good degree of analytical skills</li> <li>Ability to use initiative</li> <li>Team Player</li> <li>Problem solver</li> <li>Good interpersonal skills</li> <li>Good organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of charity SORP</li> </ul>	A/I
Specific Job Requirements			A

#### Key – how assessed

A = Application form	I = Interview
C = Copies of certificates	T = Test or exercise
P = Presentation	R = References