



SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Finance, Procurement & Property
POST TITLE	Management Accountant
POST NO	505664
GRADE	14
LOCATION	SWFRS Headquarters

Essential criteria marked in **bold with an asterisk*** will be used for short-listing purposes. Please ensure you address these requirements in your Application Form (under the *'Experience and Other Information'* section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Where a qualification is highlighted as being an 'Essential Criteria', you will be required to provide a copy of your Certificates with your Application Form.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	Qualified CCAB member (e.g. CIPFA, CIMA, ACCA, or equivalent) with relevant graduate qualification and/or equivalent knowledge or skill gained through experience.	Essential*	Application*
Knowledge/ Experience	Proven experience in management accounting, i.e. budgeting, forecasting, financial analysis and reporting.	Essential*	Application & Selection*
	Experience of annual closure of accounts process and statutory financial reporting requirements.	Desirable	Application & Selection
	Experience in project management and financial modelling.	Desirable	Application & Selection
	Experience of local government finance, accounting practices and legislative requirements.	Desirable	Application & Application
	Supervisory experience and ability to plan and organize other workloads.	Desirable	Application & Selection

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	<p>Practical experience of Microsoft Office packages i.e. Outlook, Word, and enhanced Excel skills.</p> <p>Experience in the use of financial software and systems e.g. Oracle, SAP, etc.</p> <p>The ability to communicate through the medium of Welsh.</p>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Application</p> <p>Application & Selection</p> <p>Application</p>
Task	<p>Strong analytical skills with the ability to interpret complex financial data and provide clear insights</p> <p>Ability to innovate and improve financial processes and systems.</p>	<p>Essential*</p> <p>Desirable</p>	<p>Application & Selection</p> <p>Application & selection</p>
Personal Style	<p>Excellent communication skills, both written and verbal, with the ability to present financial information to non-finance stakeholders.</p> <p>Customer orientated and committed to providing excellent service to stakeholders and constructively responding to feedback to improve services</p> <p>Possess a team focused approach and able to work well within a multidisciplinary team, fostering a collaborative environment and building strong working relationships across departments.</p>	<p>Essential*</p> <p>Essential</p> <p>Essential</p>	<p>Application & Selection</p> <p>Application & selection</p> <p>Application & Selection</p>
Intrapersonal	<p>Exhibits strong organisational skills, ability to manage multiple tasks, meet deadlines, and prioritise workload whilst maintaining ethical standards.</p> <p>Resilience and ability to quickly recover from challenges, learning from experiences to improve future performance.</p>	<p>Essential*</p> <p>Essential</p>	<p>Application & selection*</p> <p>Application & selection</p>



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