

	<b>Entry level Trainee Accountant Grade F</b>	<b>Accounting Technician /Mid-level Trainee Accountant Grade H</b>	<b>Senior Accounting Technician / Top-level Trainee Accountant Grade JK</b>	<b>Accountant Grade L</b>	<b>Senior Accountant Grade M to N</b>	<b>Head of Finance Grade N to SM2</b>
<b>Professional Qualifications</b> Professional qualifications must be from a recognised accounting body.	2 X level 3 qualifications Grade A to C (e.g. A level or equivalent) in addition to 5 X level 2 qualifications Grade A to C (e.g. GCSE or equivalent), including numeracy and literacy.	You are a qualified accounting technician of the Association of Accounting Technicians or equivalent body preferably with some post qualification experience, or hold the Certificate level of the CIPFA professional qualification	You are a qualified accounting technician of the Association of Accounting Technicians or equivalent body with evidence of continuing professional development beyond attaining membership, or hold the Diploma level of the CIPFA professional qualification	You are a qualified accounting technician of the Association of Accounting Technicians or equivalent body with evidence of substantial continuing professional development beyond attaining membership	You have a CCAB or CIMA accountancy qualification or one from an equivalent recognised accounting body	You have a CCAB or CIMA accountancy qualification or one from an equivalent recognised accounting body with evidence of substantial continuing professional development since attaining membership
<b>Knowledge - Compliance</b> All work in the Finance team requires sound knowledge of accounting practices, relevant legislation and the use of sound internal controls in the management of financial matters	You have an understanding of key principles and the aptitude to develop and apply these further	You positively contribute to the establishment of standards and ensure that they are implemented	You positively contribute to the establishment of standards and ensure that they are implemented for team(s)	You promote and contribute towards formulation of standards and ensure that they are appropriate to the organisational context	You determine professional standards for your areas of specialism. You review and amend as required	You have a finely tuned understanding of how professional standards should be applied in order to ensure high standards of probity and organisational effectiveness
<b>Knowledge - Financial Planning</b> One of our key roles is to support the organisation in the effective management of its strategic resources. Sound knowledge of financial and other resource management is critical, as is associated creativity	You demonstrate an understanding of and aptitude for the basic principles in sound financial management	You are clear how you work within the approved financial planning framework. You are able to explain concepts to customers	You are clear about how you and your team work within the approved financial planning framework. You encourage problem solving from within the team and with customers	You work with a range of stakeholders and ensure that they are working within the financial planning framework. Areas of concern are identified, talked through with budget managers and escalated as appropriate	You lead on shaping the approach taken by the organisation within your area of specialism. You ensure that solutions are found and demonstrate creativity	You lead the organisation in ensuring that there is a sound financial strategy in place for the organisation. You critically evaluate the deployment of resources across the board and actively shape future direction

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to resolve problems / find solutions						
<b>Technical - ICT</b> Technology is a key enabler to the provision of the right level of service. Practical experience of using technology and an understanding of how it can best be deployed become increasingly important as you progress through the team	You have good general ICT skills and preferably have experience of operating core Microsoft products and a financial ledger system	You have significant experience of operating financial systems and can use Microsoft products to a high standard of efficiency	You have significant experience of operating financial systems and can determine which to deploy in your area of lead specialism	You have substantial experience of operating financial systems and an understanding of their capabilities to recognise the potential for process improvements through their use	You have substantial experience of operating financial systems but also an excellent understanding of their working and capabilities to derive maximum benefit from their application	You commission financial systems and work alongside other system stakeholders to ensure the organisation joins up its business intelligence
<b>Technical - Tools and Techniques</b> All work in the Finance team requires sound knowledge of accounting practices, relevant legislation and the use of sound internal controls in the management of financial matters	You demonstrate an aptitude which supports evidence based decision making	You deploy a range of techniques and practices to deliver sound controls	You advise others on what techniques are best suited for circumstances whilst ensuring professional financial standards are safeguarded	You develop approaches and techniques having understood the brief and the customer requirements. You readily see how such approaches can work in the finance function	You are seen as the expert in areas of your specialism where you deploy best in class techniques	You have experience of a range of techniques to make improvements to services and drive forward performance

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<b>Commerciality</b> Our commercial abilities are increasingly more critical. These range from having a thorough understanding of our cost drivers, how to model our services and costs, and having commercial acumen in relation to option appraisal and business cases	Although not experienced in commercial activities, you have an intrinsic understanding of the importance of these skills in the modern public sector environment	You have the skill to input to basic to moderately complex business cases and modelling exercises. You are proficient in costing scenarios and drawing basic conclusions from the analysis	You have experience of being responsible for leading on elements of moderately complex business cases and modelling exercises. From such information you can pull together conclusions and formulate options and recommendations	You have produced comprehensive costing and modelling scenarios and presented / argued for a series of options / recommendations that you have formulated based on the evidence	You have lead on a comprehensive piece of work and made the case to senior management for recommended actions. You have a comprehensive knowledge the relationship between service performance and cost of which you have made frequent applications during your work experience	You have written or evaluated a comprehensive piece of work in relation to a strategic programme or issue. You have a comprehensive knowledge the relationship between service performance and cost of which you have made frequent applications during your work experience
<b>Innovation</b> We must strive to continuously improve and innovate to deliver ever changing requirements and demands. This also requires a solution focussed attitude and open to change where that brings benefits	You are keen to learn about how to establish yourself and then continuously improve in your work	You have taken part in a change project and was considered as an active member with an open mind	You have put forward a number of ideas for improvements to how we work and been involved in a significant change project. You are willing to make mistakes to be successful	You have led on a small to medium change project and managed others to contribute in the right way	You have led on medium to substantial change projects and led others in that work. These have resulted in benefits to the relevant services	You spend a good proportion of your time on seeking ways to improve services and outcomes and have personally delivered significant benefits for the organisation
<b>Interpersonal</b> We are one organisation with a shared vision and a set of shared goals. We will achieve those through working together and managing relationships with our external partners. Our focus is on the achievement of	You are personable, enthusiastic and committed to working with colleagues as a team to achieve organisational goals.	You have experience of being an effective member of a team, with the skill to articulate clearly your views whilst listening to others' alternatives	You have experience of being an effective member of a team, including cross-directorate, and actively ensure that you are aware of the impact of your actions on others be they within or external to the project or service	You have demonstrated that you are focussed on achieving the goals of the organisation through collaborative working. You openly and proactively share your knowledge and skills to others as part of that common focus	You are well connected within the organisation with some contacts from external organisations on work specific to your role. You have specifically achieved benefits for your service and possibly the organisation through how you manage your relationships	You are well connected within the organisation and have a valuable external network to draw upon. You have specifically achieved strategic benefits for the organisation through your relationships

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those goals at all times						
<p><b>Communications</b> We are a professional service and need to articulate to non-financial and non-professional staff. This is about the specific piece of work concerned but also about increasing the resource management capacity of the organisation</p>	You are articulate and have the aptitude to learn how to communicate effectively with others in the work setting	You are able to articulate financial matters to non-financial staff in a simple and effective way that fosters true learning of the issues	You are able to communicate in a way that allows you to lead a team effectively. You will also be able to articulate areas of specialism in a way relevant to the particular customer	You are confident to give presentations to a moderate sized group on matters relating to your work	You are able to communicate to a wide range of customers in a way that allows you to articulate areas of specialism	You can hold a large and diverse audience using creative presentations so all are fully engaged. You are confident in delivering relevant material to members and other key decision makers
<p><b>Values</b> The Council Plan sets out clear values for the organisation and all staff to follow. Active exemplification of these values is critical to providing the services required by our customers and how we should behave towards</p>	You are someone who is focussed on customer service and treating colleagues with courtesy and respect	You have demonstrated following the values of the organisation	You have demonstrated following the values of the organisation	You have demonstrated following the values of the organisation	You have demonstrated following the values of the organisation and actively ensure that others within your influence also follow those values in their work or projects	You exemplify the values of the organisation and are seen as a leader in how they should be followed, lived and breathed

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them and our colleagues						
<b>Work Throughput</b> We must deliver the right outcomes. High productivity is key as our input resources are scarce.	You are a hard worker who wants to achieve	You are highly organised in a way that engenders confidence in customers. You manage workload in an organised way and always ensure that the customer is clear about outcomes	You are highly organised in a way that engenders confidence in customers. You manage workload in an organised way and always ensure that teams under your specialism and the customer are clear about outcomes	You are highly organised in yourself and can organise those around you as needed. You can point to a high productivity and the delivery of tangible results for your own work and how this has contributed to the goals of the service	You are highly productive and always focussed on the right things for you personally and the team associated with your specialism. You make the right calls on the balance between analysis and doing/delivering. You can point to a portfolio of work and projects that demonstrate tangibly the contribution you and your team have made to the desired outcomes of the service	Your productivity is of the highest order and is an example to all those you lead and work with. You focus your whole team correctly and drive their productivity. You can set out a range of tangible contributions to the delivery of the organisations strategy
<b>Work Quality</b> We need to deliver quickly but also with high quality to meet our customers' requirements and be an award winning service.	You take pride in what you do and want to produce quality outputs for those you work with and to	You demonstrate quality in all that you do and positively contribute towards ideas for improvement	You foster a culture of quality amongst team(s) and understand the balance between inputs and outputs / outcomes	You ensure quality and customer views are at the heart of all that you and associated staff do. You establish routine feedback loops and learn from them	You set quality thresholds for areas of specialism and those staff who contribute. You do this by liaising with customers and by seeing the bigger picture	You lead on delivering best in class services which are valued by the customer. You ensure that there is a routine awareness of customer's views and encourage challenge

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<p><b>Leadership and Management</b> The people of our organisation are what makes a difference. We need to be clear in what is required and positively manage our teams' performance.</p>	<p>You take ownership of your own performance and that of the team. You demonstrate the potential to be a leader of the future</p>	<p>You take ownership of your own performance and the team. You contribute positively to the development of yourself and the service. You have sound supervisory skills when you take the lead in a team setting</p>	<p>You lead for the areas of your specialism and set direction for the associated team. You are clear about objectives and how you and the team manage and monitor performance.</p>	<p>You are clear about the strategic direction of the service and exhibit the key attributes in your work. You ensure that staff and customers are clear about objectives and performance standards at all times</p>	<p>You are clear about the strategic direction of the service and exhibit the key attributes in your work. You ensure that staff and customers are clear about objectives and performance standards at all times. In your areas of specialism you ensure that there is clarity for all</p>	<p>You are seen as a leader. You have the ability to drive a complex programme through leadership and also demonstrate that you have deployed the right leadership approach for the circumstances</p>
<p><b>Resource Management</b> We have finite resources and high demands to meet. The proper deployment of our resources is critical to success.</p>	<p>You are personally well organised</p>	<p>You are able to manage yourself and others - you can demonstrate how you have remained focussed on the right things</p>	<p>You can lead a basic to moderate whole service area utilising your own and others' time to good effect in a planned way</p>	<p>You can strategically manage a large team to deliver a range of outputs for a number of different customers through effective resource planning, management and monitoring</p>	<p>You can strategically manage a large team to deliver a diverse range of outputs for a number of different customers through effective resource planning, management and monitoring</p>	<p>You see the strategic picture and have the ability to manage an entire service of team members to best effect over the long term</p>
<p><b>Procurement and negotiation</b> Application of a comprehensive procurement process and negotiation approach.</p>	<p>You have no experience of procurement processes or face to face contract negotiation with a key supplier to a significant project.</p>	<p>You have contributed to a procurement process, e.g. assisted with preparation of tender documentation or taken part in negotiations with a key internal or external supplier of services or partners for a significant project</p>	<p>You have led and established a formal agreement with an internal or external supplier or partner for key services for a significant project.</p>	<p>You have, with support, managed the procurement process and negotiations with an external supplier for key services for significant projects</p>	<p>You have been responsible for, and led the procurement process and negotiations including price and terms and conditions of a major supplier contract or partnership arrangement for a large complex project</p>	<p>You have been responsible for leading and managing all aspects of the engagement of key third party partners within a major strategic programme</p>