# Person Specification

**Job title**: Semi Senior Accountant

**Department**: Business Services Team

**Key:** Essential (E), Desirable (D)

## Competencies

Booth Ainsworth LLP has identified a set of core competencies against which individuals’ performance is measured. The core competencies are below and these are assessed against the grade of the role as stated above. Full details of the competencies are contained in Booth Ainsworth LLP’s competency framework.

Ability & Expertise

Attitude & Ethics

Client Relationships

Communication

Development of Practice

Portfolio Management

Planning & Organising

People Management

## Experience

Use of IT systems (E)

Conversant with Microsoft Office (E)

CCH conversant (D)

Experience of Sage software (D)

Experience of Cloud accounting (D)

## Personal Attributes

Excellent communication and organisational skills (E)

Effective time management skills (E)

Capable of working on your own or part of a team (E)

Strong attention to detail (E)

## Special Working Conditions

Occasional travel to client’s premises