David Allen

Person Specification – Agriculture Manager

Below are some of the skills, knowledge and experience which are required for this post.

Education / Qualifications Five GCSEs at Grade A-C (9-4) to include Maths and English. ** AAT/ACA/ACCA qualified or qualified by experience. ** Skills/ Knowledge/ Experience 5+ years of experience in an accountancy practice or of accountancy in a relevant sector. Strong technical knowledge of Accounting Standards. ** Experience using DAPA – Digita Accounts Production Advanced. ** Knowledge and experience with Xero/Sage/Quickbooks software. Line management experience including experience of conducting appraisals, inductions, probation reviews, and absence management. Competent in Microsoft Word/Excel/Outlook. Able to effectively lead, manage and motivate an accounts team and provide support, when necessary, with the overall aim of providing a high-quality service to clients. Able to both lead your own team and work as a team player as part of a central management team. Organisation skills, time management skills, and the ability to manage deadlines and workflow for both your own work and your team. Approachable in nature, able to build strong relationships with clients and colleagues. Analytical ability. A methodical approach and problem-solving skills. ** Excellent interpersonal, written and verbal communication skills. ** Able to work accurately with consistent care and attention to detail. Use own initiative, with the ability to reflect on your own work as well as the wider consequences of financial decisions and advice. Personal Behaviours & Qualities Hold high expectations of themselves and others within the company. Able to operate effectively, both individually and as a team member. Professional and confident with the ability to respond to challenges in a calm and professional manner. Able to demonstrate behaviours and expectations consistent with the David Allen values of ambition, professionalism, knowledge, integrity, and resourced.		Essential	Desirable
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