

PERSON SPECIFICATION

JOB TITLE: ACCOUNTS ASSISTANT
 BUSINESS GROUP: ACCOUNTS
 LOCATION: PORTSMOUTH

Criteria	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Absolute attention to detail with figures • Methodical and thorough • Needs to be extremely organised and tidy • Able to work within a team environment • Calm under pressure, especially being able to meet tight deadlines • Needs to be flexible • Positive attitude 	<ul style="list-style-type: none"> • Proficiency with legal accounting software • Understanding of basic banking processes • Proficiency with double-entry bookkeeping
Knowledge		<ul style="list-style-type: none"> • Understanding of industry accounting rules and regulations • knowledge of maintaining client and office accounts
Experience	<ul style="list-style-type: none"> • Good IT skills including Excel, Word and Outlook 	<ul style="list-style-type: none"> • Processing skills • Law Firm Experience
Presentation	<ul style="list-style-type: none"> • Presentable appearance 	
Attributes	<p>A “Warner Goodman person” is one who shows at all times:-</p> <ol style="list-style-type: none"> 1. The utmost honesty and integrity 2. A “can do” positive attitude 3. A willingness to help others and to go the extra mile 4. An enthusiasm for the firm, its people and its clients 	

	<p>5. A sense of pride and loyalty towards the firm and its people</p> <p>6. A flexible attitude towards their job description</p> <p>7. A passion for delighting our clients</p> <p>8. A desire to communicate with our clients and our people in a polite, friendly, approachable and pragmatic manner</p> <p>9. An ability to deliver fees and focus on individual profitability</p> <p>10. A desire to seek continual innovation and improvement</p>	
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