



**Project Accountant
(Fixed Term Contract 9 Months)**

JOB SPECIFICATION

Essential skills and qualifications

Essential

Part Qualified / Newly Qualified Accountancy
Experience in handling the day-to-day management of accounts
Report generation
Excellent IT skills, Strong Microsoft Excel
Experience with Sage Line 50 and Sage Payroll
Flexibility regarding working hours

Desirable

Experience of working in a busy environment

Personal Qualities

Honest and friendly disposition
Good communication skills and self-motivated
Team player
Ability to work under pressure
Organisational skills
Good time management skills