



## **CONSULTANT ACCOUNTANTS – JOB DESCRIPTION**

**Responsible to:** Senior Management

### **Purpose of Job:**

The Consultant Accountant will provide a full range of accountancy services to clients ranging from financial accounting, business planning, economic analysis, new system implementation, management accounting, internal audit and financial systems.

### **Responsibilities:**

- Working as part of a team in introducing final and management accounting systems or wider enterprise resource planning systems
- Working as part of or leading a team in the preparation of annual statutory accounts
- Developing a specialism, supported by the company, in a particular business/accounting area through training, experience and continuing professional development
- Working as part of a team or leading in the carrying out internal/external audit programmes
- Joining a client organisation for defined periods and assigned to financial improvement projects or roles where there is a gap in the client organisation
- Supporting and advising trainee accountants in their activities
- Will be expected to use their professional audit and accounting skills in a range of assignments including advisory or appraising investments, preparing business plans and budgets up to master budget level

### **Personal Skills/Attributes**

- Will enjoy working as part of a team
- Will be a good communicator
- Will be conscientious and thorough in their work
- Will be motivated to further develop their skills and experience
- Will be interested in learning and doing new things

Applicants for the position of Consultant Accountant should be members of one of the following

- The Chartered Institute of Management Accountants
- The Institute of Certified Public Accountants
- Chartered Institute of Public Finance and Accountancy
- The Chartered Institute of Certified Accountants
- Institute of Chartered Accountants in Ireland
- Institute of Chartered Accountants in England and Wales
- Institute of Chartered Accountants in Scotland.

A full driver's licence and use of a car are essential.

Experience of new system implementation, economic analysis, internal audit and project management would be advantageous. Open to recently qualified Accountants and those with 2 years post qualification experience.

<b>Position Applied For:</b> <b>Consultant Accountant</b>	<b>Our ref:</b> <b>Tor39_ _ _ _</b>
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Docklands Ltd is an equal opportunities employer and we welcome applications from men and women irrespective of religion, race, political opinion, disability, sexual orientation or age. All appointments made will be on the basis of merit.

Closing Date for receipt of completed applications is **Friday 26<sup>th</sup> September 2008**. Applications can be returned as follows; Email recruitment@docklandsltd.com; Post to Monitoring Officer at 33 Clarendon Dock, Laganside, Belfast, BT1 3BG T: +44 028 9051 1225 F: +44 028 9051 1201

**Personal Details:**

Surname Name:	Forename:	Title:
Home Address:	Correspondence Address: (if different)	
Post Code:	Post Code:	
Home Telephone No.	Home Telephone No.	
Daytime Telephone No.	Daytime Telephone No.	
Mobile Telephone No.	Mobile Telephone No.	
Email Address.	Email Address.	
Do you have access to the use of a car? Yes / No	Do you hold a full current driving licence? Yes / No	

Do you require particular arrangements to be made for you to attend interview?  
If Yes please indicate what they might be: \_\_\_\_\_

**Leisure Pursuits Etc:**

Please provide details of any hobbies/leisure pursuits that you have:
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**Current Employment Status:**

Current or most recent employer:	
Annual Salary	Length of Notice:
Reasons for leaving (if applicable)	



Please highlight any aspects of your career to date which you think are of specific relevance.


Please indicate any experience, skills or expertise or interests outside of work which would help Docklands Ltd to determine your suitability for employment.


(Please continue on a separate sheet of paper if necessary and attach to your application)

**Character References:**

Please give the names of 2 referees not related to you: one of them should be your existing or previous employer to whom reference can be made. References will only be sought with your prior approval.

1. Name and Address	2. Name and Address
Telephone:	Telephone:
Email:	Email:

**Declaration and signature:**

Before signing, please ensure you have completed all sections in full, and enclosed the Equal Opportunities Monitoring Questionnaire form in a separate sealed envelope.

Short-listing will take place only on the basis of information included on the application form.

A candidate found to have given false information or to wilfully suppressed any material fact will be liable to disqualification, or, if appointed, to dismissal.

**Signature:** ..... **Date:** .....

**Equal Opportunities Monitoring Questionnaire**

**Docklands Ltd – In Confidence**

Under current fair employment legislation, the Docklands Corporation is legally obliged to request the following details from all job applicants. The information you provide will be held in the strictest confidence by us and does not have any bearing on your application.

It is the policy of Docklands Ltd that everyone shall have equal opportunities for employment and advancement on the basis of their ability, qualifications and aptitude for work. Appointments and promotion are decided solely on the basis of merit without regard to a person’s sex, religion, disability, age, sexual orientation or ethnic origin.

In order to ensure the effectiveness of our Equal Opportunities Policy and comply with recommendations of good practice, the information contained in this form will be used for monitoring purposes in accordance with Codes of Practice relating to discrimination and equality of opportunity. The information will not be available to those considering your application. **Please tick appropriate box.**

<p><b>Office Use Only</b></p> <p>Job File Reference No:  <b>Consultant Accountant Ref:</b>                  (tor39)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>(For Office Use Only)</p>
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1. **SEX** Male  Female

2. **FAMILY INFORMATION:**

(a) What is your marital status?

Single  Married  Separated/Divorced

Widowed  Other

(b) Do you have responsibility for the care or welfare of others?

No Caring Responsibilities  Care for Own Children  Care for other relatives

Other caring responsibilities   
 (please specify)

3. **AGE**

Date of Birth \_\_\_\_\_

4. **RELIGIOUS AFFILIATION:** indicate the community to which you belong

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a of neither the Protestant or Roman Catholic community

5. **DISABILITY INFORMATION**

Under the disability Discrimination Act 1995 a 'Disabled Person' is defined as a person with 'A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities'

The effect of the impairment is classed as long term if:

- (i) it has lasted at least 12 months; or
- (ii) the period for which it lasts is likely to be at least 12 months; or
- (iii) it is likely to last for the rest of the individuals life

(a) Do you consider that you have such a disability?  YES  NO

(b) What is the nature of your disability?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Do you use any special equipment in relation to your disability in order to perform your work?  
  
 YES  NO

If YES please specify  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **ETHNIC INFORMATION:**

Ethnic Group:

White  Black African  Indian

Bangladeshi  Chinese  Black Caribbean

Pakistani  Mixed Ethnic Group  Irish Traveller

Other Ethnic group: \_\_\_\_\_

Please state place of origin

Northern Ireland  Republic of Ireland  England   
Scotland  Wales  Elsewhere \_\_\_\_\_  
(Please State)

**Notes for applicants:**

**To Ensure the confidentiality of monitoring data:-**

1. Place the completed Equal Opportunities Monitoring Questionnaire into a separate envelope and seal it;
2. Write clearly on the front of the envelope the Job Title and Reference of the post you have applied for and mark for the attention of The Monitoring Officer;
3. Return the completed Equal Opportunities Monitoring Questionnaire by post to the Monitoring Officer, Docklands Ltd, 33 Clarendon Dock, Belfast, BT1 3BG
4. If you have submitted your application by email please contact the personnel office by phone before posting the Equal Opportunities Monitoring Questionnaire