



Finance Assistant – Person Specification

Factor	Essential	Desirable	Method of Assessment
Qualifications	5 GCSEs grade A-C or equivalent experience including maths and English	AAT Qualified/ Part Qualified	Certificates to be presented
Knowledge and Skills	<p>Knowledge of basic financial procedures, policies and accounting code structures</p> <p>Ability to identify errors and make corrections to financial records</p> <p>Intermediate to advanced knowledge of Microsoft Office (e.g. Excel, Word etc)</p>	Familiarity of making payments/ submitting receipts via the BACS system	Application / Interview
Experience	<p>Experience of performing control account reconciliations including bank reconciliations</p> <p>Experience of utilising a computerised financial system</p> <p>Experience of maintaining and updating cashflow information and making recommendations on short term requirements</p>	<p>Experience of tracing transactions from a management information system to an accounting system and vice versa</p> <p>Experience of using RESOURCE 32000 or similar package</p>	Application / Interview
Judgment/ Decision Making	Demonstrates a logical and methodical approach with attention to detail and accuracy	Ability to work on own initiative without detailed direction	Application / Interview
Customer Care/Interpersonal Skills	<p>Ability to liaise closely with internal colleagues and external agencies</p> <p>Effective written and verbal communication skills</p> <p>Ability to work as part of a team</p> <p>Good telephone manner</p>	<p>Self-motivated demonstrating drive, enthusiasm and determination</p> <p>Excellent telephone manner</p>	Application / Interview
Service Development/Finding Solutions	Ability to identify and resolve problems quickly and effectively		Application / Interview
Other Factors	<p>Standard office hours</p> <p>Flexible attitude</p>		Application / Interview