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**PERSON SPECIFICATION Finance Assistant (Purchase Ledger/General finance support) September 2021**

**Information for applicants:**

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience and abilities to those listed below.

In line with the 2 ticks Government scheme, applicants with a declared disability will be guaranteed an interview where they score at least 2 (out of a 0-3 scale) on each of the criteria weighted with High Importance i.e. score of 2 multiplied by 3 = 6.

Key:

A – Application form C – Certificates I – Interview PA – Practical Assessment

\* weighting scale: 1: High Importance 2: Medium Importance 3: Low Importance

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| Criteria | Weighting | How Assessed (see key above) |
| Education / Qualifications  1. GCSE Maths and English grade C or above (or equivalent qualification). 2. AAT level 2. | 1  1 | C  C |
| **Knowledge**   1. Basic finance procedures | 1 | A, I |
| **Skills**   1. Understanding of debits, credits, and finance procedures. 2. Effective communication skills to deal with colleagues and public. 3. High standards of accuracy and numeracy. 4. Good organizational skills. 5. Ability to work on own initiative as and when required. 6. Good IT skills and working knowledge of Microsoft Excel. 7. A willingness to ask and learn. | 1  1  1  1  1  1  2 | I  I  I  I  I  I  I |
| **Experience**   1. Working within a finance team. | 1 | A,I |
| **Specialist Knowledge**   1. Use of a finance software, preferably Access Dimensions. | 1 | I,A |
| **Other**   1. Adaptive and a quick learner. 2. Able to prioritise and balance a variety of tasks. 3. Work as part of a small team. | 2  2  1 | I  I  I |