

**PERSON SPECIFICATION:**

**Finance Assistant**

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| **Qualities & Competencies** | **Essential** | **Desirable** |
| **Qualifications**  | A good standard of education (minimum of GCSE level Maths and English or equivalent)  |  |
| **Experience**  | Data EntryAdministration of phone calls and e-mailsDealing with customer queries | Cashbook and bankingSales LedgerPurchase Ledger |
| **Knowledge, Skills & Abilities** | Works well under pressure, self-motivated, able to manage own workload effectively Drive and commitment Desire to provide excellent customer serviceHighly developed interpersonal skillsFlexible and able to work as part of a teamHigh level of literacy and numeracyGood communication skillsAble to deal in a professional manner with colleagues and people outside the organisationCommitment to continuous training and development and ability to identify own skill gaps Computer literate and conversant with Microsoft Office applications (e.g. Outlook, Word, Excel, SharePoint and Teams), or a willingness to learn | Able to analyse and scrutinise financial and non-financial information |