

**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 Entry  Administration of phone calls and e-mails  Dealing with customer queries | Cashbook and banking  Sales Ledger  Purchase Ledger |
| **Knowledge, Skills & Abilities** | Works well under pressure, self-motivated, able to manage own workload effectively  Drive and commitment  Desire to provide excellent customer service  Highly developed interpersonal skills  Flexible and able to work as part of a team  High level of literacy and numeracy  Good communication skills  Able to deal in a professional manner with colleagues and people outside the organisation  Commitment 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 |