

## Person Specification

### Finance Assistant

	<b>Essential</b>	<b>Desirable</b>
<b>Qualification</b>		HNC in accountancy or equivalent. Accounting qualification
<b>Skills</b>	<p>Ability to cope with changing priorities, multiple tasks and tight deadlines</p> <p>Accuracy and attention to detail</p> <p>Self-motivation, ability to work independently on own initiative.</p> <p>Ability to work closely within a team</p> <p>Ability to work collaboratively with a wide range of people.</p> <p>Strong numeracy skills</p> <p>Excellent IT skills, in particular use of Word and Excel.</p> <p>High standard of organisational skills.</p> <p>Good oral and written communication skills</p> <p>Good Time Management</p> <p>Approachable and enthusiastic</p> <p>Committed to Continuous Improvement</p>	<p>Comfortable using Advanced Excel</p>
<b>Experience</b>	<p>Proven experience of customer-focused delivery within a financial processing environment</p> <p>Prior relevant experience of working within a similar Finance Environment</p> <p>Prior relevant Accounting software processing experience</p>	<p>Working Knowledge of Sage/Castleton Financials.</p>