# GROUNDWORK
## CHANGING PLACES
## CHANGING LIVES

PERSON SPECIFICATION

**JOB TITLE: Finance Assistant**

| Factor | Criteria No | Criteria | Ranking (Essential/ Desirable) | Application Form | Interview | Presentation | Practical Exercise | Work Simulated Test | Certificate |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Criteria to be tested by...(tick as approptiate) | | | | | |
| Education & Qualifications | 1 | RSA II Level word processing or equivalent | E | X | | | X | | X |
| | 2 | A commitment to working towards AAT | D | X | X | | | | |
| | | | | | | | | | |
| Experience | 1 | Previous experience of working in a Finance Deparment in a supporting role. | D | X | X | | | | |
| | 2 | Experience of managing a varied workload of finance tasks prioritising to meet target deadlines | E | X | X | | | | |
| | 3 | Experience of using software packages in particular Microsoft Word, Excel, PowerPoint | E | X | X | | | | |
| | 4 | Previous experience of Sage Accounting Software or similar | D | X | X | | | | |
| | | | | | | | | | |
| Knowledge | 1 | An awareness of general administration procedures | E | X | X | | | | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | 2 | Knowledge of Sage Accounting Software | D | X | X | | | | |
| | 3 | Understanding of office filing systems | E | X | X | | | | |
| | | | | | | | | | |
| Personal Skills | 1 | Excellent organisational skills to enable the provison of an effective and efficient administration service. | E | X | X | | | | |
| | 2 | Good communication skills (both written and verbal) to support the achievement of the organisation's objectives and to deal with people at all levels | E | X | X | | | | |
| | 3 | Strong ICT skills and proficient in the use of Microsoft Excel | E | X | X | | | | |
| | 4 | Pleasant disposition and postive attitude, able to deal with people at all levels. | E | X | X | | | | |
| | 5 | Ability to maintain confidentiality as required. | E | X | X | | | | |
| | 6 | Ability to work on own initiative as well as working as part of a team | E | X | X | | | | |
| | | | | | | | | | |
| Additional Requirements | 1 | Prepared to undertake occasional work out of hours | E | X | X | | | | |
| | 2 | A commitment to Equal Opportunities and Diversity in all work practices | E | X | X | | | | |
| | 3 | Full Driving Licence and access to vehicle for work purposes. | D | X | | | | | |

# GROUNDWORK
## CHANGING PLACES
## CHANGING LIVES

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | 4 | An appreciation and commitment to Health and Safety issues in the workplace | E | X | X | | | | |