# Person Specification

## Finance Assistant (Maternity Cover)

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|  | Essential | Desirable |
| Qualifications, experience andbackground | * Working as part of a Finance team
* Double entry bookkeeping
* Experience of preparing customer invoices
 | * Working towards or completed AAT qualification (or equivalent)
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| Specific knowledge/skills(technical) | * Good knowledge of MS Word, Excel and Outlook packages
* Strong organisational skills
* Excellent written, numerical and oral communication skills
* Previous use of an accounts package
 | * Microsoft Dynamics GP (accounts package)
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| Personal attributes | * Friendly, helpful manner
* “Can do” attitude
* Organised and efficient
* Ability to prioritise workload and work to deadlines
* Willing to act on own initiative
* Attention to detail
 | * Experience assisting with customers in a finance setting
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| Team and management skills | * Strong, team player
* Willingness to work in a small team
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| Other | * Accurate, numerate
* Willingness to adopt a flexible and collaborative approach to tasks
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