# Person Specification

## Finance Assistant (Maternity Cover)

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|  | Essential | Desirable |
| Qualifications, experience and  background | * Working as part of a Finance team * Double entry bookkeeping * Experience of preparing customer invoices | * Working towards or completed AAT qualification (or equivalent) |
| 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) |
| 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 |
| Team and management skills | * Strong, team player * Willingness to work in a small team |  |
| Other | * Accurate, numerate * Willingness to adopt a flexible and collaborative approach to tasks |  |