

	Person Specification	
Job Title	Accounts Assistant	
Qualifications		✓
Essential		
• Level 2 Maths (or equivalent)		A
• Level 2 English (or equivalent)		A
Key skills		
Essential		
Complexity of skills required for the role		
• Microsoft Word, Excel and Outlook		A/I
• Ability to interpret data		A/I
• Ability to work accurately and pay attention to detail		I
• Ability to build effective working relationships with colleagues across all departments and external organisations		A/I
Desirable		
• Accountancy/Finance Qualification (Level 2 minimum)		A/I
Experience		
Essential		
• Working in an office environment		A
• Ability to effectively manage workload and work to timescales		A/I
• Able to work collaboratively at all levels within College and externally		A/I
Desirable		
• Calculating and raising accounts receivable invoices		A/I
• Processing bulk payments		A/I
• Reconciliation of accounts		A/I
Other personal requirements		
Essential		
• Flexible approach to work		I
• A respectful and inclusive attitude to service users and colleagues		I
Desirable		
• Desire to learn and develop within a Finance department		I

✓ **How we intend to assess your match with our person specification**

A Application Form

C Assessment Centre

I Interview