

Accounting & Control Assistant – Person Specification

Essential	Desirable	Means of Assessment
QUALIFICATIONS		
Association of Accounting Technician or equivalent qualification or Equivalent knowledge acquired by other means		Application form
EXPERIENCE		
Working with computerised finance system and maintenance of finance ledgers including data entry, record keeping and ensuring financial controls in place are followed.		Application form/Interview
Working with credit control processes and procedures.		Application form/Interview
Working with colleagues providing good support with finance queries.		Application form/Interview
KNOWLEDGE/SKILLS		
The post holder must be able to demonstrate knowledge and experience of financial systems (general ledger, sales ledger, cash book, payroll and purchase ledger)		Interview
Demonstrate good communication skills (both verbal and written).		Interview/test
Demonstrate excellent numerical ability and accuracy.		Test

Demonstrate ability to work as part of a team.		Interview
Demonstrate ability to work under pressure in order to meet deadlines.		Test
Demonstrate proficient IT skills with a willingness to adopt and learn new technologies and systems - familiarity with MS Office suite of applications, and financial packages.	Familiarity with MS Office suite of applications, and financial packages	Test