**Person Specification – Finance Assistant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Competencies** | **Essential** | **Desirable** | **Assessment method** |
| **Experience**  | * Previous experience in a similar finance role
* Accounts payable and/or accounts receivable experience
 | * Experience using Access Dimensions
* Experience of bank reconciliations
 | CVReferences Interview  |
| **Personal Qualities, Knowledge and Skills** | * Excellent interpersonal and communication skills
* Excellent team working skills
* The ability to work to monthly deadlines
* An aptitude for IT – knowledge of software packages like Excel, and BACS
* Excellent time management and organisational skills.
 |  | CVReferences Interview |
| **Qualifications & Certifications** |  |  | CertificatesCVInterview |
| **Languages** | English |  | InterviewCV |

|  |  |  |
| --- | --- | --- |
| **Job Holder** |  |  |
| Name: | Signed:  | Date:  |
| **Signed on behalf of the NFG**  |  |  |
| Name: | Signed:  | Date:  |