**Person Specification – Finance Assistant**

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| **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 | CV  References  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. |  | CV  References  Interview |
| **Qualifications & Certifications** |  |  | Certificates  CV  Interview |
| **Languages** | English |  | Interview  CV |

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