**Person Specification – Carer Payments Officer**

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| **Competencies** | **Essential** | **Desirable** | **Assessment method** |
| **Experience** | * Experience of processing payments within a financial system control environment. |  | CV  Assessment centre  References  Interview |
| **Personal Qualities, Knowledge and Skills** | * Highly numerate and accurate with handling financial data. * MS Office knowledge, including Excel to a good level. * Professional demeanour, positive and flexible attitude, good inter- personal and communication skills and accuracy. * Ability to work under pressure and meet tight deadlines. * Be able to work alone and tackle tasks proactively. * Show good initiative and take ownership of tasks or issues. |  | CV  Assessment centre  References  Interview |
| **Qualifications & Certifications** | * Minimum of 5 GCSEs, including Mathematics and English (at grade B or above). |  | 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: |