**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.
 |  | CVAssessment 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.
 |  | CVAssessment centre References Interview |
| **Qualifications & Certifications** | * Minimum of 5 GCSEs, including Mathematics and English (at grade B or above).
 |  | CertificatesCVInterview |
| **Languages** | English |  | InterviewCV |

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