



Person Specification – Finance & Admin Assistant

Assessment

1. Experience and Qualification	E/D	1	2	3	Comments
Good basic education e.g. five GCSEs including mathematics or numeracy.	E				
Basic qualification in, or experience of using, accountancy software such as Quickbooks.	E				
Experience of carrying out office duties such as filing, responding to emails and photocopying.	E				



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Experience and Qualifications (cont).	E/D	1	2	3	Comments
Experience of carrying out finance duties, including processing / producing invoices	D				
Experience of working with confidential / sensitive information	E				
2. Skills and Competencies					
Ability to work accurately with financial data.	E				
Effective interpersonal skills - ability to communicate verbally both face to face and over the telephone.	E				



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Skills and Competencies (cont.)	E/D	1	2	3	Comments
Good written English skills	E				
Ability to use Microsoft applications (Word, Excel & Outlook) including a working knowledge of Excel Spreadsheet design and functionality.	E				
Ability to work on own initiative	E				
Proven ability to organise and prioritise to meet deadlines.	E				
Problem solving skills	E				



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Skills and Competencies (cont.)	E/D	1	2	3	Comments
Ability to drive with own vehicle	D				
Able to perform all duties and tasks, with reasonable adjustments if required, in accordance with provisions of Equality Act 2010	E				

3. Attitude and Personality	E/D	1	2	3	Comments
Considered and sensible approach	E				
Patient and empathetic towards Service Users of NH&S	E				
Calm under pressure	E				



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3. Attitude and Personality (cont.)	E/D	1	2	3	Comments
Enthusiastic and self-motivated	E				
Awareness of / appreciation of confidentiality	E				
A strong commitment to inclusive working	E				
Reliable	E				



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3. Attitude and Personality (cont.)	E/D	1	2	3	Comments
Team player	E				
Willingness to undergo any necessary training and personal development	E				



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Key:	Overall Summary
<p>E = Essential – skills, qualities, experience considered essential for the role</p> <p>D = Desirable – skills, qualities considered desirable for the role</p> <p>Assessment:</p> <ol style="list-style-type: none"> 1. Meets criteria well 2. Meets criteria adequately 3. Does not meet criteria <hr/> <p>Successful/Unsuccessful/Reserve</p> <p>Completed by: (sign)</p> <p>Date</p>	This area is intentionally left blank for the candidate's overall summary