



## Finance Assistant Person Specification

To be completed by the interview panel.

### Assessment

1. Experience and Qualification	E/D	1	2	3	Comments
Good basic education e.g. five GCSEs, including mathematics or numeracy	<b>E</b>				
Basic qualification in or experience of using accountancy software e.g. Quickbooks	<b>E</b>				
Experience of carrying out daily office duties such as filing, emailing, photocopying, post handling etc. and sound understand of Microsoft Word, Excel & Outlook	<b>E</b>				
Experience of carrying out finance duties – including processing / producing invoices	<b>E</b>				
Experience of handling cash in a work environment	<b>E</b>				



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### Assessment

Experience and Qualification (cont.)	E/D	1	2	3	Comments
Experience of working with confidential / sensitive information and knowledge of the GDPR	<b>D</b>				
Ability to work accurately with financial data.	<b>E</b>				
Ability to analyse and produce statistical / financial data, utilising Excel	<b>E</b>				
Excellent interpersonal skills / ability to communicate verbally (English) both face-to-face and over the telephone	<b>E</b>				



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2. Skills and Competencies	E/D	1	2	3	Comments
IT skills – use of hardware – printers, scanners, USB – and software –creating, naming & filing documents.	<b>E</b>				
Good written English skills	<b>D</b>				
Ability to work on own initiative	<b>E</b>				
Problem solving skills	<b>D</b>				
Proven ability to organise and prioritise to meet deadlines	<b>E</b>				
Team Player	<b>E</b>				



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Attitude and Personality	E/D	1	2	3	Comments
Considered and sensible (common sense) approach	<b>E</b>				
Professional approach -	<b>E</b>				
Calm under pressure	<b>E</b>				
Sense of humour	<b>D</b>				
Enthusiastic and self motivated	<b>E</b>				
Awareness of / appreciation of confidentiality	<b>E</b>				



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Understanding of and commitment to Equal Opportunities.	E				
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Key:	Overall Summary
<p>E = Essential – skills, qualities, experience considered <b>essential</b> for the role</p> <p>D = Desirable – skills, qualities considered <b>desirable</b> for the role</p> <p>Assessment:</p> <ol style="list-style-type: none"><li>1. meets criteria well</li><li>2. meets criteria adequately</li><li>3. does not meet criteria</li></ol>	
<p><b>Successful/Unsuccessful/Reserve</b></p> <p><b>Completed by: (sign)</b></p> <p><b>Date</b></p>	