

**Person Specification**

**FINANCE ASSISTANT: Purchase Ledger**

**Grade: 3/4**

**Location: Quadrant House, Sutton**

Criteria marked Priority 1 are necessary which applicant **must have** to be appointed. Priority 2 criteria are also essential, but may be learned or developed further after appointment. We normally **shortlist** using Priority 1 criteria.

No.	Education and/or Experience	Priority 1 or 2
1.	Experience of working in a finance department or section.	1
2.	Experience in carrying out purchase ledger functions including BACS system of payment	1
3.	GCSE Maths grade A-C or equivalent GCSE English grade A-C or equivalent.	2
4.	Qualification relevant to financial administration at NVQ Level 2 or above/equivalent relevant experience	2
5.	Experience of working across multi-site/company databases	1
	Experience of working in an educational establishment	2
<b>Knowledge, Skills and Abilities</b>		
6	Knowledge of financial systems and procedures	1
7.	Ability to interpret financial information from financial systems, investigate problems and suggest corrective action.	1
8.	Able to perform standard mathematical functions accurately and neatly	2
9.	Sound IT skills in particular Excel spreadsheets, Word and Outlook	2
10.	Ability to work on own initiative and also as part of a team	1
11.	Ability to organise workload to meet deadlines.	1
12.	Ability to communicate effectively using a wide range of methods and styles and to a wide range of customers.	1
13.	Ability to work with vulnerable and disadvantaged people and/or	2

14.	their representatives and other third parties. Ability to promote and adhere to the College and Academy Trust's Equality and Diversity, Safeguarding, and Health and Safety Policies and other corporate policies.	1
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