

Person Specification

Role: Finance Assistant

Criteria	Essential	Desirable
Education, Qualifications and Training	• Good standard of school or college education	• Accountancy qualification e.g., HNC
Experience	• Payroll processing • Use of Sage software, especially sales invoicing • Use of Microsoft 365 software, especially Excel	• Other book-keeping tasks including bank reconciliations and supplier invoices • Pension scheme submissions
Skills & Knowledge	• Excellent organisational skills • Excellent interpersonal and communication skills and the ability to work in partnership with all stakeholders • Effective IT skills • An understanding of all current legislation in payroll	
Personal Attributes	• Self-motivated, proactive and solution-focused • Honest, reliable • Commitment to team working and able to work remotely if required • Adaptable and flexible • The ability to meet strict deadlines • Ability to use own initiative	