

## PERSON SPECIFICATION

<b>Qualifications</b> The successful candidate will have;	
Essential	GSCE English and Maths Grades A – C / NVQ Level 2 (or equivalent);
	Level 2 Certificate in Accounting (or equivalent).
<b>Skills and Experience</b> The candidate will be able to demonstrate the following:	
Essential	Providing an excellent level customer service to all internal and external stakeholders;
	Maintaining effective and appropriate financial records;
	Data inputting in an accurate and timely manner;
	Working flexibly and adaptably to meet financial deadlines and to appropriately assist colleagues;
	Maintaining email inboxes and responding effectively to all queries;
	Checking and processing financial invoices or transactions;
	Using excel in a professional finance capacity;
Desirable	Previous use of Sage 200 system.
<b>Knowledge</b> The postholder will have knowledge of:	
Essential	Microsoft Office, particularly excel;
	Financial office procedures and practices.
<b>Personal Attributes</b> The postholder will have:	
Essential	A commitment to promoting equal opportunities;
Desirable	Be committed to the philosophy of the trade union movement and the concept of collective representation