



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Payments Assistant

Department: Finance

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
GCSE Mathematics and English at grade C or above (or equivalent experience).	X		Application Form
Specific Skills, Experience and Knowledge			
Comprehensive knowledge and demonstrable experience of working on purchase ledgers/accounts payable sections.	X		Application Form
Ability to use computer based accounting systems.	X		Application form and Interview
High level of attention to detail and accuracy and able to analyse data.	X		Application form and Interview
Demonstrate ability to work under pressure, with high workload and to a high level of accuracy to meet deadlines.	X		Application form and Interview
Excellent written and verbal communications skills.	X		Application form and Interview
Good organisational and time management skills.	X		Application form and Interview
Personal and Interpersonal Qualities			
Ability to work productively in a team environment to achieve desired outcomes.	X		Interview
Good analytical and problem solving skills.	X		Interview
Takes ownership of the successful resolution of supplier/staff queries.	X		Interview
Ability to manage day to day workload with minimum supervision and to use own initiative.	X		Interview
A team player willing to assist other members of the team when necessary.	X		Interview
Significant experience gained in a system and financial operations processes.		X	Application Form
Experience of using Unit 4 Business World.		X	Application Form
Experience of using Proactis Invoice Capture.		X	Application Form
Special condition: Ensure the office is covered to 1700 on a rota basis with the Payments team.			