

## PERSON SPECIFICATION

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

**Job Title: P2P Payments Manager**

**Department: Finance**

	Essential	Desirable	Tested by Application Form/Interview/Test
<p><b>Knowledge, Education, Qualifications and Training</b></p> <p>GCSE Mathematics and English at grade C or above (or equivalent experience).</p> <p>Comprehensive knowledge and demonstrable experience of working on purchase ledgers/accounts payable sections.</p> <p>IT literate and sound knowledge of Microsoft Office.</p>	<p>Y</p> <p>Y</p> <p>Y</p>		<p>Application form</p> <p>Application form</p> <p>Application form</p>
<p><b>Skills and Abilities</b></p> <p>Ability to work as part of a team and independently to deliver a common goal or objective and work across team boundaries to build and strengthen working relationships</p> <p>Ability to plan, organise and prioritise workload, including co-ordinating with others and ensuring that statutory and other deadlines and targets are met.</p> <p>Ability to use creativity and initiative to solve complex problems, take independent decisions and seek clarification when required</p> <p>Ability to manipulate large volume of data and experience of carrying out detailed analysis of data</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		<p>Application form &amp; Interview</p> <p>Interview</p> <p>Interview</p> <p>Application form &amp; Interview</p>

<p><b>Experience</b></p> <p>Demonstrable experience in team management</p> <p>Demonstrable experience of using relevant financial information and processing systems (e.g. Agresso UBW)</p> <p>Experience of providing excellent customer services to staff, students and external parties</p> <p>Recent experience with responsibility for administrating weekly and ad hoc payment processes in a modern Accounts Payable/ Accounting environment</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		<p>Application form &amp; Interview</p> <p>Interview</p> <p>Interview</p> <p>Application form &amp; Interview</p>
<p><b>Other requirements</b></p> <p>Experience of working within the higher education sector</p>		<p>Y</p>	<p>Application form</p>