

### PERSON SPECIFICATION

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

**Job Title:** Student Fees Administrator

**Department:** Finance

	Essential	Desirable	Tested by (Application form, Interview, Test)
<b>Qualifications and Training</b>			
Minimum 5 GCSE O'levels Grade A - C A levels or equivalent financial qualification	X	X	Application Form Application Form
<b>Specific Skills, Experience and Knowledge</b>			
Knowledge of current HE developments relating to tuition fees Credit control / Accounts Receivable experience, preferably within an education setting	X	X	Application Form/Interview Application Form/Interview
Excellent written and oral communication skills	X		Application Form/Test/Interview
High standard of numeracy and attention to detail	X		Application Form/Test/Interview
Proficient in MS Outlook, Excel, Word	X		Application Form/Test/Interview
Experience of computerised finance/accounting system, preferably Agresso	X		Application Form/Interview
<b>Personal and Interpersonal Qualities</b>			
Self-motivated: ability to work independently and prioritise own work	X		Application Form/Interview
Ability to contribute and work effectively within a team	X		Application Form/Interview
Ability to liaise with a wide range of internal and external colleagues	X		Application Form/Interview
Ability to work under pressure, within time constraints and meet firm deadlines	X		Application Form/Interview
Capacity to demonstrate discretion, empathy and sensitivity in dealing with students	X		Application Form/Interview
<b>Capacity for Career Development</b>			
Commitment to continuous improvement, learning and personal/professional development	X		Interview
<b>Circumstances</b>			
Some evening and weekend working is required around university events (e.g. enrolment) and occasional travel to external conferences/events may be required	X		Application Form/Interview