

Person Specification for the post of Finance Assistant

The Finance Assistant should have:

1) Education and Training:

	Method of Assessment
1) 5 GCSE's A* - C including English and Maths	Application

2) Relevant Experience:

	Method of Assessment
1) 1 years experience of working within a finance setting	Application/Interview/References
2) Practical experience in the use of IT, especially spreadsheet systems	Application/Interview/References
2) Practical knowledge of SAGE accounting package	Application/Interview/References
3) Knowledge of financial regulations and procedures	Application/Interview/References

3) Aptitude and Skills:

	Method of Assessment
1) Good communication skills	Application/Interview/References
2) Excellent numeracy skills	Application/Interview/References
3) Ability to meet deadlines	Application/Interview/References

4) Personal Qualities to include:

	Method of Assessment
1) Ability to model the Christian values of the Trust.	Application /Interview/References
2) To be able to deal with a rapidly changing environment	Application /Interview/References
3) To be reliable and conscientious	Application /Interview/References
4) A desire and ability to learn new skills	Application /Interview/References
5) Commitment to quality performance	Application /Interview/References
6) Being a team player	Application /Interview/References