

# PERSON SPECIFICATION

## Accounts Assistant



SUPPORTING FAMILIES  
WITH A SERIOUSLY ILL CHILD

### ESSENTIAL

### DESIRABLE

<p><b>Experience</b> (Previous roles, types of organisations)</p>	<ul style="list-style-type: none"> <li>• Significant work experience in a similar role, including payroll processing</li> <li>• Demonstrable Sage-50 experience</li> <li>• Good to intermediate standard in Excel</li> <li>• Experience in the accurate coding and input of documents with a clear description of the transaction</li> <li>• Effective management of own daily work load</li> <li>• Experience with supporting staff with finance related queries, demonstrating good interpersonal skills-dealing with supplier queries by telephone and email</li> <li>• Working in a small team with demonstrable flexibility and adaptability to changing priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Previous charity experience</li> <li>• Office 365 SharePoint</li> </ul>
<p><b>Special Competencies</b> (Specific job-related skills knowledge understanding)</p>	<ul style="list-style-type: none"> <li>• Excellent communicator – both verbal and written</li> <li>• Understands financial controls and operating under agreed procedures</li> <li>• Task focus with accuracy and attention to detail</li> <li>• Good inter-personal skills for dealing with staff, volunteers and third parties</li> <li>• Strong technical and analytical focus</li> </ul>	
<p><b>Disposition</b> (Influence over others, dependability, self-reliance)</p>	<ul style="list-style-type: none"> <li>• Patient and consistent – applies high level of attention to detail and produces precise high-quality work even when repetitive</li> <li>• Works well at a steady pace with the support and encouragement of management and peers</li> <li>• Produces consistent error free work and enjoys a stable work environment</li> <li>• Helpful and supportive communication style based on job knowledge and expertise – able to deal with all levels within the organisation, demonstrating a supportive nature</li> </ul>	

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### ESSENTIAL

### DESIRABLE

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<p><b>Thinking Style</b> (Practical, conceptual, innovative, traditional, change oriented)</p>	<ul style="list-style-type: none"> <li>• Makes decisions within clearly defined job scope</li> <li>• Collaborative approach in a structured job environment</li> <li>• Delegates when appropriate using training, coaching and on the job experience</li> </ul>	
<p><b>Attainments</b> (Academic &amp; professional qualifications &amp; training)</p>	<ul style="list-style-type: none"> <li>• Educated to A level/or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• AAT qualification</li> </ul>
<p><b>Motivation</b> (Influence over others, dependability, self-reliance)</p>	<ul style="list-style-type: none"> <li>• Completing tasks accurately as specified</li> <li>• Producing high quality error free work</li> <li>• Being a valued technical expert</li> <li>• Leads by example, drawing on personal expertise</li> </ul>	
<p><b>Circumstances</b> (Mobility, special demands of the job, unsocial hours)</p>	<ul style="list-style-type: none"> <li>• Commitment to own continuing professional development</li> </ul>	