

PERSON SPECIFICATION
Purchase to Pay Assistant
Ref: 0165-24

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Specific Skills, Experience and Knowledge		
Able to convey an appropriate rationale and interest in applying for this particular post	Essential	Supporting statement/ Interview
Effective numeracy, literacy and word processing skills (GCSE Maths and English and ECDL or equivalent)	Essential	Application Form
Experience of dealing with customers at all levels of the organisation, handling queries in a professional manner and resolving routine problems.	Essential	Supporting Statements/ Interview
Experience of prioritising workload to meet customer demands	Essential	Supporting Statements/ Interview
Experience of administrative processes in relevant environment	Essential	Supporting statement/ Interview
Experience of financial computer systems, databases and spreadsheet packages	Desirable	Supporting statement/ Interview
Capacity for Career Development		
Commitment to undergo further training through operational requirements and personal staff development	Desirable	Supporting Statements/ Interview
Interpersonal Attributes		
Ability to build relationships with people/customers	Essential	Supporting statement/ Interview
Ability to work in a team and have a flexible approach to work and colleagues	Essential	Supporting Statements/ Interview
Good communication skills	Desirable	Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.