

PERSON SPECIFICATION
Undergraduate Programmes Assistant, Accounting and Finance
Vacancy Ref: N468

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
GCSE passes in English Language and Maths or equivalent experience.	Essential	Application Form
Experience working with office systems and procedures including the ability to accurately key data into a databases, create and edit word-processed documents and create and edit spreadsheets.	Essential	Supporting Statements/Interview
Ability to use reporting facilities to retrieve data in a presentable format.	Essential	Interview
Ability to perform general numerically-based tasks, including the calculation of percentages.	Essential	Interview
Ability to clearly explain standard procedures and systems to people from a wide range of backgrounds.	Essential	Supporting Statements/ Interview
Able to work without close supervision and help to set own performance targets.	Essential	Interview
Willingness to contribute suggestions/ideas to improve overall efficiency and effectiveness of work procedures.	Essential	Interview
Ability to quickly follow verbal and written instructions to produce documents with the minimum amount of error.	Essential	Interview
Experience of prioritising workloads in order to meet strict deadlines.	Desirable	Supporting Statements/ Interview
Experience of working in an academic department.	Desirable	Application form
NVQ level 2 or equivalent.	Desirable	Application form
Ability to undertake extra hours around busy periods within the office, for example exam period and registration.	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.