



PERSON SPECIFICATION
Financial Planning and Budget Support Assistant
Vacancy Ref: N488

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview
To be part or fully qualified AAT/or equivalent.	Essential	Supporting Statement
Relevant and recent experience of processing transactions on an enterprise level accounting system.	Essential	Supporting Statement/Interview
Experience of office systems and procedures, with the ability to create and edit spreadsheets.	Essential	Supporting Statement/Interview
Ability to retrieve and present data from information systems.	Essential	Supporting Statement/Interview
Ability to work as part of a team with minimal supervision and a flexible approach to work.	Essential	Supporting Statement/Interview
Excellent communication and customer relationship skills.	Essential	Supporting Statement/Interview
Ability to maintain confidentiality.	Essential	Supporting Statement/Interview
Ability to adapt to changing circumstances.	Essential	Supporting Statement/Interview
Effective numeracy and literacy skills (GCSE Maths and English a Grade C or above/equivalent).	Essential	Supporting Statement

- **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.