**PERSON SPECIFICATION**

**Post-Award Administrator**

**Vacancy Reference: 0491-24**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview**  |
| Experience in an administrative role providing excellent customer service to a diverse range of customers | Essential | Supporting Statements / Interview |
| Excellent numerical skills; with a relevant qualification or equivalent experience in financial accounting | Essential | Application Form / Interview |
| Excellent oral and written communication skills with a demonstrated ability to communicate in a professional manner with a diverse range of people  | Essential | Application Form / Interview |
| Demonstrated ability to work to a high level of accuracy and provide attention to detail in a busy working environment | Essential | Supporting Statements / Interview |
| Experience of using financial accounting systems and Excel to monitor and report on income and expenditure | Essential | Supporting Statements / Interview |
| Demonstrated ability as self-motivated, initiative taking individual with the ability to plan own workload, delivering to competing deadlines when working in a pressured environment | Essential | Supporting Statements / Interview |
| Demonstrated ability to build successful working relationships and to work as a cooperative team member with flexibility to adapt to changing environments | Essential | Supporting Statements / Interview |
| Commitment to on-going personal development and training including a desire to further skills in financial accounting | Essential | Interview |
| Experience of dealing with research grants or contracts | Desirable | Application Form / Interview |
| Experience of delivering training through one-to-one sessions, workshops or other training/briefing events | Desirable | Interview |
| Experience of using electronic submission systems, such as JeS  | Desirable | Interview |
|  |  |  |

* **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.