

# PERSON SPECIFICATION

**Students Union Accounts Assistant**

**Vacancy Ref:**

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| **Criteria** | **Essential/ Desirable** | **\* Application Form/ Supporting Statements/**  **Interview** |
| Excellent attention to detail / accuracy | Essential | Supporting Statements/ Interview |
| Good level of IT skills. Proven experience of excel spreadsheets is essential. | Essential | Application Form & supporting statements / interview |
| Effective numeracy and literacy skills (GCSE Maths and English or an equivalent) | Essential | Application Form |
| To convey an appropriate rationale and interest in applying for this particular post | Essential | Application Form |
| Ability to work in a team and have a flexible approach to work | Essential | Interview |
| Experience of prioritising workload to meet competing deadlines | Essential | Supporting Statements/ Interview |
| Advocate of excellent ‘customer’ care / service dealing with a range of customer queries / concerns in a professional manner. | Essential | Supporting Statements/ Interview |
| Ability to work on own initiative. | Essential | Application Form & supporting statements / interview |
| Experience of accounting / financial administration | Desirable | Application Form |
| To have experience of an Accounting Software Package - preferably Sage 200 Professional | Desirable | Application Form/ Interview |
| To have an accounting qualification e.g. AAT | Desirable | Application Form |
| To have experience of payroll e.g. Sage package | Desirable | Application Form |

* **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 e.g. 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.