

PERSON SPECIFICATION
Post-Award Administrator
Vacancy Ref: N1965

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Experience in an administrative role proving 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 or MCIS.	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.