



PERSON SPECIFICATION

JOB TITLE: Finance and Admin Assistant

	ESSENTIAL	DESIRABLE
SKILLS, KNOWLEDGE AND QUALIFICATIONS	<ul style="list-style-type: none">• GCSE – Maths & English• Problem-solving skills• Good communication skills• Excellent organisational skills• Good IT skills	<ul style="list-style-type: none">• Experience of workplace diary management• Experience using social media
EXPERIENCE	<ul style="list-style-type: none">• Good record keeping• Attention to detail• Book keeping	<ul style="list-style-type: none">• Workplace experience of record keeping.• Working to specific timescales.• Experience of purchase and sales ledger.
APTITUDES AND ATTRIBUTES	<ul style="list-style-type: none">• Good customer care skills• Good interpersonal skills• Ability to work as part of a team• Strong self-motivation and ability to work alone• Good time keeping and flexibility to work patterns• A good approach to scheduled and reactive work patterns• Willingness to learn and undertake training	