

FINANCE OFFICER (APPRENTICE) - PERSON SPECIFICATION

Attributes	Essential/Desirable	How Identified
<u>Qualifications</u>		
Relevant accountancy qualification	Desirable	Certificate / Application
Excellent communication and numeric skills	Essential	Certificate / Application
<u>Experience and associated skills</u>		
Experience of working on own	Essential	Application / Reference
Experience of working with people in a variety of contexts	Essential	Reference / Interview
Experience of using a database	Desirable	Reference / Interview
Experience of working with Word, Excel and PowerPoint	Essential	Application / Interview
Confidentiality	Essential	Application / Interview
<u>Other relevant experience and training</u>		
Ability to demonstrate a willingness to improve own practices and methodologies through the utilization of available information	Essential	Application/ Interview/reference
<u>Personal skills and specialist knowledge</u>		
Good record of health, attendance and punctuality	Essential	Interview/Reference
A positive, can do attitude	Essential	Interview/Reference
Ability to motivate themselves to develop and improve existing practice	Essential	Interview/Reference
Ability to communicate effectively with students, staff, outside agencies and members of the public	Essential	Interview/Reference
Ability to manage working time effectively and to develop professionally	Essential	Interview/Reference

DATE: FEBRUARY 2024