

Person Specification

Post Title: Finance Assistant

Criteria	Essential	Desirable
Skills & Abilities		
<ul style="list-style-type: none"> • Attention to detail and high level of accuracy • Numerate and methodical • Ability to manage own workload efficiently and meet deadlines • Good IT skills • Keen to learn new skills 	✓ ✓ ✓ ✓ ✓	
Knowledge & Experience		
<ul style="list-style-type: none"> • Knowledge of Excel & Microsoft Office • Accounting or book keeping experience • Cash handling experience 	✓	✓ ✓
Training & Education		
<ul style="list-style-type: none"> • SCQF Level 5 or equivalent (Maths and English as a minimum) 	✓	
Other Requirements		
<ul style="list-style-type: none"> • Able to work well under pressure and to deadlines • Confidentiality, honesty & integrity • Enthusiastic & well motivated • Good team worker 	✓ ✓ ✓ ✓	