

Person Specification – Finance Assistant

	Essential	Desirable	Determined from: Application form (Tick if applicable)	Identified at Interview (Tick if applicable)	Identified from other source (To be detailed) Test/Presentation/Case study/Set question(s) etc
Qualifications	AAT (or recognised equivalent)	Part Qualified CCAB Accountancy qualification	✓ ✓		Verified only if offered appointment
Experience	Experience of paying invoices and the operation of a purchase ledger Experience of managing petty cash	Experience of telephone banking	✓ ✓ ✓	✓ ✓ ✓	
Knowledge	Knowledge of the required control procedures to ensure the accurate and timely payment of invoices Knowledge of how to perform bank reconciliations Awareness of the types of services provided by Sacro and the various financial issues that relate to them Knowledge of Word and Excel		✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	
Skills	Ability to work independently and organise own work to achieve targets Excellent communication skills both written and verbal Ability to work in an ordered way and in accordance to agreed financial procedures Ability to work independently and prioritise a work load, seeking guidance as required		✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	

Person Specification – Finance Assistant

	Essential	Desirable	Determined from: Application form (Tick if applicable)	Identified at Interview (Tick if applicable)	Identified from other source (To be detailed) Test/Presentation/Case study/Set question(s) etc
	Ability to communicate accounting advice over the telephone		✓	✓	
Values/Attitudes	<p>Commitment to promoting equality and diversity, rights and responsibilities</p> <p>Commitment to working within the ethos, values and principles of Sacro</p> <p>Commitment to team and joint working</p> <p>Commitment to providing high quality and responsive customer services</p> <p>Commitment to lifelong learning, continued professional development and the development of others</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

* Please note that specific posts within Sacro are subject to a satisfactory Disclosure Scotland Check. Driving licence, insurance documentation and qualifications will be verified, where required, for “preferred candidates” only.