



PERSON SPECIFICATION – Finance Officer/Book-Keeper

Essential Criteria:

Education

1. A minimum of 5 GCSE's at grade C or above or equivalent to include Maths and English.

Experience and Knowledge

2. At least one year's experience working in book-keeping and financial administration.
3. One year's previous experience of operating a purchase/sales ledgers within a computerised financial accounting system
4. Experience of working with electronic banking.

Skills and Abilities

5. Excellent Excel skills used to deliver/support the provision of financial information.
6. IT literate with the ability to use the Microsoft office suite of programmes.
7. Ability to collect, analyse and present data and information and prepare reports.
8. Excellent interpersonal and communication skills with the ability to work effectively with clients and stakeholders.
9. Proven ability to work as part of a team.

General

10. Demonstrable commitment to equality of opportunity.

Desirable Criteria:

1. Sage Accounts Level 2.
2. Experience of using Sage Accounting.
3. Experience of working with the requirements of Data Protection.

North City Business Centre reserves the right to enhance the criteria for short-listing purposes in the event of a large number of applications being received