

**TRAINEE FINANCE ASSISTANT  
EMPLOYEE SPECIFICATION**

	<b>Attributes</b>	<b>Criteria</b>	<b>Qualification</b>
<b>1</b>	Education and Training Attainments	At least two years' experience in a busy Finance environment	Essential
<b>2</b>	Relevant Experience	<p>Knowledge of SAGE 200 financial system</p> <p>Ability to maintain Accounts receivable ledger</p> <p>Ability to perform bank reconciliations and allocate Cash Receipts</p>	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<b>3</b>	Knowledge and Skills	<p>Computer literacy with experience that includes word-processing, spreadsheets, presentation packages, e-mail, electronic schedulers and internet.</p> <p>Ability to work in a pressurized environment</p> <p>Knowledge of debits and credits</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
<b>4</b>	Special Aptitudes	<p>Possess good verbal and written communication skills, have the ability to compose letters, memos and reports</p> <p>Ability to ask questions in order to learn, develop skills and interrogate data</p> <p>Ability to be self-motivated and work on own initiative and be part of a team</p> <p>The ability to handle sensitive and confidential information</p> <p>The ability to deal with problems/enquires in a diplomatic and sensitive manner</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

		<p>A high level of organisational skills and the ability to prioritise workload and meet deadlines</p> <p>Possess commitment to deliver a high-quality customer focused service</p> <p>Undertake any other occasional duties which are consistent with the responsibilities of the post as directed.</p>	<p>Desirable</p> <p>Essential</p> <p>Essential</p>
<b>5</b>	Additional Factors	<p>Willingness to work outside normal office hours on occasions</p> <p>Daily use of transport. In the case of exceptional circumstances, the candidate must be able to demonstrate how they will meet the mobility requirements of travelling to their place of work on each working day.</p>	<p>Essential</p> <p>Essential</p>