

Person Specification

Accounts Assistant



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Ability to prepare and process invoices for payment
- Ability to maintain records and financial systems.
- Good communication skills.
- Good customer service skills
- Understanding of relevant financial regulation in the processing of invoices.
- Knowledge and experience of the financial systems currently used to for the payment of invoices
- Good organisation and time management skills
- Working knowledge of Microsoft applications

Part B

The following criteria will be further explored at the interview stage:

- Communication skills
- Approach to prioritising work to meet deadlines
- Approach to maintaining confidentiality.
- Accurate and efficient approach to work
- Approach to identifying and developing new business processes
- Commitment to Council's approach to equality and diversity