

Person specification

Education, qualifications, and knowledge

Criteria	Essential or desirable	Assessment
Relevant experience of working in a similar finance role	Essential	Application form
Strong IT skills with proficiency in MS Office packages, computerised accounting systems, databases and reporting software	Essential	Application form/interview/practical assessment
AAT qualified or studying towards qualification	Essential	Application form/interview

Experience

Criteria	Essential or desirable	Assessment
Experience of processing daily fee receipts and monthly reconciliations	Essential	Application form/interview
Experience of producing financial reports	Desirable	Application form/interview
Experience of Sage Payroll system	Desirable	Application form/interview

Skills

Criteria	Essential or desirable	Assessment
Methodical approach to work with an eye for detail and accuracy	Essential	Application form/interview/practical assessment
Good numerical skills	Essential	Application form/interview/practical assessment
Good oral and written communication skills	Essential	Application form/interview

Behaviours

Criteria	Essential or desirable	Assessment
An ability to prioritise work in order to meet specific deadlines	Essential	Application form/interview
An ability to deal with a variety of tasks simultaneously	Essential	Application form/interview

Welsh Language

Criteria	Essential or desirable	Assessment
Meets the required Welsh language skills stipulated for the post	Essential	Application form/interview