

## Finance Administrative Assistant Person Specification

FACTOR	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS AND / OR KNOWLEDGE</b>	<p>Educated to GCSE Level OR equivalent</p> <p>Business administration OR Finance Qualification OR equivalent demonstrable experience in a similar role.</p>	<p>Knowledge of the NHS / healthcare environment.</p>	<p>Application form and pre-employment checks.</p>
<b>EXPERIENCE</b>	<p>Experience of using financial systems or similar software packages.</p>	<p>Experience of working in an office environment.</p> <p>Experience of working with electronic patient record systems.</p>	<p>Application form and pre-employment checks.</p>
<b>APTITUDE AND ABILITIES</b>	<p>Intermediate Excel skills</p> <p>Good numeracy and literacy skills</p> <p>Confident in using MS Office programmes – Word, Outlook, PowerPoint.</p> <p>Well-developed communication and inter-personal skills.</p> <p>Accurate and efficient keyboard skills.</p> <p>Keen attention to detail.</p>		<p>Interview / Test</p>

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	<p>An ability to understand the link between activity and numbers.</p> <p>Excellent time-management skills and ability to work to tight deadlines.</p>		
<b>VALUES</b>	<p>Aligned to Accelerate's Mission and Vision.</p> <p>Displays a willingness to learn, taking responsibility for own development and accepting constructive feedback to learn from others.</p> <p>Sees and treats others with dignity and respect.</p> <p>Shows an awareness of how our own behaviour impacts on others and the reputation of the organisation.</p> <p>Seeks opportunities for improvement through curiosity, creativity and innovation.</p>	<p>Understanding of what it means to be a social enterprise.</p>	<p>Application form / interview / references</p>
<b>OTHER</b>	<p>Highly committed and self-motivated.</p>		



2022

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	<p>Able to work collaboratively and build relationships effectively.</p> <p>Energy, resilience &amp; reliability to work to deadlines.</p> <p>Ability to apply creative thought to develop effective and innovative solutions.</p>		
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