



PERSONNEL SPECIFICATION

Post: Finance Administrator

Applicants must indicate how their qualifications, experience and attributes meet the requirements stated in this specification.

Previous Experience	Essential:	Proven record in a busy finance administration role including generating sales invoices. Experience in credit control, debt recovery calls and managing incoming payments.
	Desirable:	Experience using Sage 50 accounts. Experience using a bespoke sales software package.

Job Related Skills	Essential:	Evidence of planning and organisational skills with a detailed and methodical approach to tasks. Evidence of ability to provide excellent customer service. Excellent telephone manner. Evidence for a drive for results. Ability to work accurately within agreed deadlines with great attention to detail. Excellent numeracy skills.
	Desirable:	Evidence of proficiency in Excel

Inter-personal Skills	Essential:	Evidence of excellent team player skills.
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Special Factors	Essential:	Excellent communication skills: verbal and written. Evidence of enthusiasm for the role. Friendly, helpful and positive attitude. Reliability and punctuality.
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