

RFCA FOR YORKSHIRE AND THE HUMBER

PERSON SPECIFICATION

JOB TITLE: FINANCE OFFICER

| CRITERIA | STANDARD | E/D | MEASURED BY |
|------------------------|--|------------|-----------------------|
| Work Experience | Administration | E | Application |
| | Purchase Ledger maintenance | E | Application/Interview |
| | Sales Ledger maintenance | D | Application/Interview |
| | Payroll processing | E | Application/Interview |
| | Bank reconciliation | D | |
| | Petty Cash management | D | |
| | Budget monitoring | D | |
| | HMRC and DSS procedures (inc. P11Ds) | E | |
| | Auditing | D | Application/Interview |
| Skills | Ability to use Sage Line 50 (payroll module) | E | Application/Interview |
| | Ability to use Microsoft Word and Excel | E | Application/Interview |
| | Ability to clearly communicate both in writing and orally. | E | Application/Interview |
| | Ability to produce accurate work to tight deadlines under pressure | E | Application/Interview |
| Qualifications | AAT or equivalent | D | Application |
| Attitude | Positive individual, who recognises the importance of accuracy and timeliness in the production of financial information | E | Interview |
| | Individual who can be flexible as required | E | Interview |

E = Essential D = Desirable