

Person Specification – Accounts Administrator

Requirement	Essential or Desirable?	How Assessed?
Knowledge & Understanding: <ul style="list-style-type: none"> Educated to A level (or equivalent), or higher Qualified or part-Qualified Accountant (AAT, ACCA, ACA or CIMA) working towards Level 3 Experience and knowledge of managing payroll, including HMRC, PAYE requirements and reporting. Experience within the education and charity sectors. Advanced proficiency with key Microsoft Office applications (Word, Excel, Outlook) At least one computerised accounting system (SAGE is preferred) 	Essential Desirable / Essential Essential Desirable Essential Essential	Application & Verification Application Application Application Application/ Interview Application/ Interview
Skills & Abilities: <ul style="list-style-type: none"> A willingness to build these skills through structured training if needed. Enthusiasm to develop skills An ability to adapt to the changing needs of the College 	Essential Essential	Interview Interview
Personal Attributes: <ul style="list-style-type: none"> Highly-motivated. Creative and innovative. Ability to work unsupervised. Flexible in approach. Reliable. Excellent communication skills Organisational skills Ability to prioritise work Honest Ability to develop and promote positive working relationships with professional colleagues 	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential	Interview Interview Interview Interview Reference & Interview Reference Interview Interview Interview

