

Personnel Specification

The Personnel Specification shows **essential** skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

Job title: Accounting Technician

Factor	Essential Criteria	Desirable Criteria
Qualifications	Accounting Technician (A.T.I) part-qualified with certificate or equivalent	Qualified Accounting Technician
Work Experience	Minimum of 3 years work experience, gained during the last 5 years, working in an accounts department including bank, cash reconciliations and credit control.	5 years' work experience, gained during the last 8 years working in an accounts department. 1 years' experience of direct customer service, either face to face or by telephone.
	Minimum of 1 year's work experience, gained during the last 3 years of processing payroll.	3 years' work experience, gained during the last 5 years of processing payroll including Sage Payroll Line 50.
	Minimum of 1 year working with a computerised accounting package which uses nominal ledger, sales and purchase ledger invoice processing and payroll package. Extensive use of Microsoft Excel, web-based systems, internet, email, databases and word processing (evidence will be required at interview stage).	Experience of using Sage Accounts package line 50.
Skills & Aptitude	Good standard of numeracy & literacy Good understanding of MS Office and accounts packages. Good organisational skills including ability to prioritise workload and work to strict deadlines. Good administration skills including ability	

	<p>to maintain and update records and files.</p> <p>Ability to work with figures and check details for accuracy.</p> <p>Ability to work with minimum supervision and on own initiative.</p> <p>Ability to build good working relationships.</p>	
Special Circumstances	<p>Normal hours of work will be 9am-5pm. There may be occasions when you are required to start at 8am however, this would be agreed in advance.</p> <p>Occasional travel maybe required.</p>	

We reserve the right to enhance criteria at shortlisting stage.