

Person Specification

Job Title	Assistant Business Accountant
Job Holder	VACANT
Reports To	Jennifer Snowdon
Date	Immediately available

		Essential	Desirable	Method of Assessment
	Educational Attainment			
D1	AAT Qualified accountant		X	Application form/Certificate
	Work Experience			
E1	Knowledge of Debits and Credits	X		Application form/Interview
E2	Excellent Excel skills	X		Application form/Interview
D2	Experience working with SAP		X	Application form/ Interview
D3	Experience of banking and payments work		X	Application form / interview
D4	Experience of VAT, Intrastat and EC sales		X	Application form / interview
	Knowledge/Skills/Aptitude			
E3	Excellent communication skills	X		Interview
E4	Ability to effectively prioritise	X		Interview
	Circumstances			