

Person Specification

Job Title	Senior Accounts Payable
Job Holder	VACANT
Reports To	Helen Grainger
Date	Immediately available

		Essential	Desirable	Method of Assessment
	Educational Attainment			
D2	AAT Qualified/Part Qualified		X	Application form/Certificate
	Work Experience			
E1	Experience working in Purchase Ledger	X		Application form/Interview
E2	Experience of substantial or volume Accounts Payable process improvements	X		Application form/Interview
E3	Experience working with SAP	X		Application form/Interview
E4	Very good Excel skills	X		Application form/Interview
D1	Experience of implementing scanning systems		X	Application form/Interview
	Knowledge/Skills/Aptitude			
E5	Excellent communication skills	X		Interview
E6	Ability to effectively prioritise	X		Interview
	Circumstances			