

**Person Specification**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **Criteria** |
| **QUALIFICATIONS** | * Applicants should have at least a Grade 4 (C) in English and Mathematics at GCSE level (*essential*) |
| **EXPERIENCE** | * Previous experience of similar work (*desirable*) |
| **SKILLS AND ABILITIES** | * Good level of concentration (*essential*) * High level of accuracy (*essential*) * Be able to work under pressure (*essential*) * Be a proactive team member (*essential*) |
| **KNOWLEDGE** | * Excel Spreadsheets (*desirable*) * Financial procedures (*desirable*) |