



Person Specification – Accounts Administrator

Criteria	Essential	Desirable
Qualifications		GCSE's (or equivalent) at grade A-C in English Language and Maths.
Experience	Experience of working in an office environment. Experience of working with excel.	Experience of working in a finance position. Experience of working in purchase ledger. Experience of working with Xero.
Aptitude, skills and abilities Skills / abilities	Excellent communication skills. Team player. Organised and methodical. Self motivated. Desire to learn Attention to detail Ability to manage time effectively	
Other job related factors		