

## Person Specification

<b>Post Title:</b> Graduate Finance Officer		<b>Post No:</b>
<b>Organisation Unit:</b> Finance		
<b>Salary:</b> £23,500		
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<p>Use of Microsoft Office applications including Excel and Word.</p> <p>Understanding of the use of Financial Systems in a complex organisation.</p>	<p>Use of computerised accounting systems.</p> <p>Understanding of UK Higher Education.</p>
<b>Skills</b>	<p>Ability to communicate at all levels and resolve queries effectively.</p> <p>Effective presentation skills, with the ability to explain complex issues to audiences in a clear and effective manner.</p> <p>Ability to manage competing demands in a busy environment and respond flexibly to the differing daily priorities.</p> <p>A keen attention to detail and quality.</p> <p>Demonstrate organisational skills with the ability to prioritise own workload.</p> <p>Good level of written and verbal communication skills, ability to give and receive information effectively.</p> <p>Ability to work independently.</p> <p>Good numeracy, analytical and problem solving skills.</p> <p>Good excel skills to include pivot tables and look ups.</p>	<p>Proactive approach to delivery of gold standard customer service.</p> <p>Good report writing skills.</p>

<b>Experience</b>	Experience of managing and processing data electronically to provide information when requested. Experience of sorting and analysing data.	
<b>Qualifications</b>	An NTU Finance/business degree at a grade of 2:1 or higher, obtained in the last two years (since summer 2017)	

<b>Attributes</b>	<b>Essential</b>		<b>Desirable</b>	
<b>Competencies</b>	<b>COMPETENCY</b>	<b>LEVEL</b>	<b>COMPETENCY</b>	<b>LEVEL</b>
	<p><b>Team working:</b> Works effectively as a member of a team. Takes responsibility for getting things done.</p> <p><b>Customer focus:</b> Provides a quality service, is professional and polite in all dealings with internal and external customers</p> <p><b>Communicating &amp; Influencing:</b> Communicates information effectively to a wide range of diverse stakeholders, influencing events</p> <p><b>Making informed decisions:</b> Analyses problems and uses a range of means to make well informed decisions</p> <p><b>Organisation &amp; delivery:</b> Adopts a clear approach to planning, prioritising and organising work, making effective use of time and resources</p>	<p><b>2</b></p> <p><b>2</b></p> <p><b>2</b></p> <p><b>2</b></p> <p><b>2</b></p>	<p><b>Adaptability:</b> Willingly takes on new tasks/adopts new approaches as required as appropriate to job role. Participates in PDRC and takes responsibility for keeping professional skills and knowledge up to date.</p>	<p><b>1</b></p>

\* Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check proof of eligibility to work in the UK