

Person Specification

Post Title: Graduate Finance Officer		Post No:
Organisation Unit: Finance		
Attributes	Essential	Desirable
Knowledge	<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>
Skills	<p>Proactive in providing a quality customer service experience.</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>Good level of written and verbal communication skills.</p> <p>Gives/receives information effectively, tailoring style & content to suit the situation and recipients.</p> <p>Ability to work independently.</p> <p>Excellent numeracy, analytical and problem-solving skills.</p> <p>Good excel skills to include pivot tables and vlook ups.</p>	<p>Good report writing skills.</p>
Experience	<p>Experience of managing and processing data electronically to provide information when requested.</p> <p>Experience of sorting and analysing data.</p>	

Qualifications	An NTU Finance/business degree at a grade of 2:1 or higher, obtained in the last two years (since summer 2017)	
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Attributes	Essential		Desirable	
Competencies	COMPETENCY	LEVEL	COMPETENCY	LEVEL
	<p>Team working: Contributes to team development, seeking and testing improvements to the team's outputs/service</p> <p>Customer focus: Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction. Note: all NTU colleagues are internal customers</p> <p>Communicating & Influencing: Communicates information effectively to a wide range of diverse stakeholders, influencing events</p> <p>Organisation & delivery: Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p> <p>Entrepreneurial and Commercial focus: Works to ensure that resources are used with care and due regard to cost and the environment.</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>	<p>Adaptability: Willingly takes on new tasks/adopts new approaches as required as appropriate to job role. Participates in PDRC (Personal Development Review) and takes responsibility for keeping professional skills and knowledge up to date.</p>	<p>1</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

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