

## PERSON SPECIFICATION

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|---|--------------------|
| <b>Job Title:</b>   | Accounts Assistant |
| <b>Department:</b>  | Accounts           |
| <b>Responsible to:</b>  | Group Accountant   |
| <b>Experience Required</b>  |                    |
| <p>Essential:</p> <ul style="list-style-type: none"> <li>You must be a competent SAGE user.</li> <li>Excellent excel skills.</li> <li>Must have 2+ years' experience working within an accounts department.</li> <li>You must have an understanding of bookkeeping.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>It would be an advantage if you had some understanding of MS access.</li> <li>Experience with working with the banking system.</li> </ul>  |                    |
| <b>Skills Required</b>  |                    |
| <ul style="list-style-type: none"> <li>You must have a background in accounts with a good knowledge of basic principles.</li> <li>You must be IT literate with good knowledge of MS Office and Sage 50.</li> <li>You must be able to work efficiently &amp; accurately whilst multitasking and remaining positive &amp; motivated.</li> <li>You must have excellent administrative skills and attention to detail.</li> <li>Excellent organisational skills with the ability to prioritise and manage others' workloads.</li> <li>Ability to work as a member of a team.</li> <li>Ability to solve problems, make reasoned judgements and take decisions.</li> <li>Reliability, integrity, and discretion.</li> </ul> |                    |
| <b>Other Requirements</b>   |                    |
| <p>Essential:</p> <ul style="list-style-type: none"> <li>Self-motivated, proactive, and friendly team player.</li> <li>Flexible individual who is able to respect and support others within the team.</li> <li>Commitment and loyalty to the organisation's values &amp; mission.</li> </ul> <p>This person specification will be reviewed and updated annually in consultation with relevant staff.</p>  |                    |



Details on our Full STEP Members can be found on the STEP Members page at [www.countrywidegroup.co.uk](http://www.countrywidegroup.co.uk)



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