



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.
Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Finance, Projects and Facilities Officer

Department/Division: Mathematics

Accountable to: Department Manager

Competency	Criteria	E/D
Knowledge and experience	Demonstrable experience of working in an academic or similar environment in an administrative capacity.	E
	Educated to degree-level or equivalent.	E
	Excellent IT skills, including:	E
	- Good knowledge of MS Office	
	- Experience of using databases	
	- Experience of using financial management systems/software (any)	
	- An understanding of IT hardware specification and set up	
	- Confidence and willingness to learn new systems/software as required.	
	Familiarity with monitoring budgets and producing financial reports.	E
	Experience of supporting staff in Higher Education institutions throughout an academic year cycle.	D
Planning and organising resources	Proven ability to plan and prioritise a varied workload.	E
	Experience of systematically/methodically approaching routine tasks.	E
	Ability to prepare project plans.	D
Communication	Excellent communication skills, including the ability to communicate clearly and accurately, both orally and in writing, with a wide range of internal and external contacts.	E
	Ability to interpret complex guidelines and summarise key points.	E
Initiative and problem solving	Experience of solving everyday problems and thinking creatively.	E
	Self-motivation and the proven ability to be proactive and manage tasks with a minimum of supervision.	E
Service delivery	A high level of numeracy and attention to detail.	E
	A high level of written accuracy and attention to detail.	E
	A solution-focused attitude and approach taken to all projects, whilst working within guidelines.	E
Teamwork and Motivation	Experience of working as part of a team.	E
	Willingness to carry out routine tasks and to be flexible and adaptable.	E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.