



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: IGC Payments Assistant

Department/Division: International Growth Centre **Accountable to:** Head of Financial Management

Criteria	Evidence	E/D
Knowledge and experience	<p>The successful candidate will possess a mixture of financial skills:</p> <ul style="list-style-type: none"> • Highly IT literate especially in Microsoft systems and adaptive to new systems • Experience in data input, data quality checking, data cleaning and collating • Advanced excel and plenty of spreadsheet experience • Experience in creating and resolving reconciliations and creating journals • Ability to resolve problems in linking payments to contracts • Ability to interrogate databases and data • Ability to understand policies and rules and to adapt behaviour when dealing with colleagues and claimants 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>
Communication	<p>Evidence of excellent written and oral communication skills and ability to communicate effectively and confidently at all levels</p> <p>Ability to understand and convey procedural/ financial information in a clear and accurate manner in person, by telephone, email and in-person</p> <p>Confidence in dealing with diverse stakeholders in a complex and multi-national environment</p>	<p>E</p> <p>E</p> <p>D</p>



Teamwork and motivation	Demonstrated ability to work as part of a team	E
	Ability to work independently with limited supervision and to use own initiative	E
	Evidence of flexibility and willingness to be involved in a variety of ad-hoc projects as required	D
	Ability to work with a range of teams across a large and complex organisation	D
Liaison and Networking	Ability to participate in and make effective use of networks within the workplace and externally	D
	Ability to build effective working relationships with diverse stakeholders across a wide range of countries, cultures and time zones.	D
Planning and organisation	Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure	E
	Evidence of the ability to work independently and with minimum supervision in challenging environments	E
	Evidence of attending to detail while producing timely work within deadlines	E
	Demonstrated ability to prioritise work given by a number of colleagues	D
	Experience of implementing and monitoring processes	D
Initiative and Problem Solving	Demonstrated ability to show initiative in responding to requests by providing information without supervision in a prompt and efficient manner	E
	Evidence of anticipating problems that may arise and showing initiative and creativity in solving them.	D

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

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