ISLE OF WIGHT COUNCIL

PERSON SPECIFICATION

JOB TITLE: Trainee Payments Officer
DIRECTORATE: Corporate Services

GRADE: 4 - 5 **POST NO: 50020941**

PREPARED BY: Abbie Chiverton **DATE: 18 May 2020**

E = ESSENTIAL **SOURCE OF EVIDENCE - APPLICATION FORM = A**
D = DESIRABLE **TEST = T**
INTERVIEW = I

Candidates who do not meet all requirements in the person specification but feel that they could fully undertake the duties of the post should clearly detail in their application how their experience/skills would justify their appointment.

	1. EXPERIENCE, direct work experience, other relevant experience. W= 4	
E	Recent and relevant financial administration experience	A/I
E	Recent experience of financial IT systems and processes	A/I
	2. KNOWLEDGE, without which the job cannot be done effectively. W= 5	
E	Up to date relevant knowledge of office procedures and practices	A/I
E	Knowledge of SAP/SRM	A/I
D	Knowledge of VAT, including Self- Billing arrangements	A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train. W= 5	
E	Must be able to work effectively as part of a team	I
E	Ability to be flexible and adaptable in your approach to work	I
E	Must have a polite and professional telephone manner	I
D	High speed accurate word processing skills	I
E	The ability to fully utilise a variety of IT packages including inputting data to spreadsheets	I
E	Numeracy skills	I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given. W= 4	
E	BTEC National in Business Administration, A Levels or equivalent	A
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition. W= 5	
E	Good communication and interpersonal skills	I
E	Ability to work under pressure and to strict deadlines	I