

## STUDENT FUNDING ADMINISTRATIVE ASSISTANT

### Person Specification

Attributes	Essential	Desirable
<b>Qualifications</b>	Good standard of literacy and numeracy	HNC or similar level of qualification in Administration, Business or Accounts based subject  Evidence of good general administrative knowledge and skills.
<b>Experience</b>	<p>Previous experience in an administrative or clerical role.</p> <p>Experience of maintaining accurate records and handling confidential information.</p> <p>Experience working within procedures and meeting deadlines.</p> <p>Self-motivated and able to demonstrate experience of working with an attention to detail</p>	<p>Understanding of student funding processes and documentation requirements.</p> <p>Knowledge of DWP Benefits.</p>
<b>Skills/Knowledge</b>	<p>Good communication skills</p> <p>Ability to work alone or as part of a team</p> <p>Ability to work accurately with a high level of attention to detail.</p> <p>Excellent IT skills</p>	<p>Ability to deal formally and informally with people at a variety of levels</p>

	including knowledge of Microsoft office Applications, including Word, Excel and Outlook.	
<b>Other</b>	Approachable Enthusiastic Flexible attitude to work Confident and motivated	