

FINANCE ADVISOR (Sales Ledger)

Person Specification

Attributes	Essential	Desirable
Qualifications and Experience	Minimum of an HNC, or equivalent, in a relevant area, or relevant experience in a finance office or related financial environment which will involve working with a computerised sales ledger system and dealing with the public and other members of staff.	Additional finance or accounting qualifications. Experience of working in a Further Education environment.
Skills/Knowledge	<p>Communication – Excellent written & verbal communication skills</p> <p>Good general numeracy and literacy skills</p> <p>Computer Literacy – Knowledge & experience of using Microsoft applications, specifically spreadsheets & word processing.</p> <p>Organisation & Time Management – Ability to organise self to maximise effectiveness & ability to work to deadlines.</p>	Working experience of an online invoicing and sales ledger system. Knowledge of Symmetry / BluQube or other Oracle-based finance system.
Other	<p>Flexibility – Ability to offer flexibility & be adaptable to the changing needs of the Finance Department and the organisation</p> <p>Team Player - Ability to work well as a member of a team and to maintain effective working relationships.</p>	Experience of online purchase ledger and purchase ordering system.