

STUDENT FUNDING ADVISOR

Person Specification

Attributes	Essential	Desirable
Qualifications	Good standard of literacy and numeracy	HNC or similar level of qualification in Administration, Business or Accounts based subject
Experience	Office Administration experience including record keeping experience Experience using Word and Excel Self-motivated and able to demonstrate experience of working with an attention to detail	Experience of preparing for Audits
Skills/Knowledge	Good communication skills Ability to work alone or as part of a team Excellent IT skills Effective time management skills Ability to work to deadlines	Ability to deal formally and informally with people at a variety of levels Knowledge of preparation of monitoring information/internal and external audit Knowledge of welfare benefits
Other	Approachable Enthusiastic Flexible attitude to work Confident and motivated	