

EMPLOYEE SPECIFICATION

JOB TITLE: FINANCE CLERK

RESPONSIBLE TO: DEPUTY FINANCE MANAGER

	Essential Requirement	Desirable Requirement
Experience	Experience of commercial operations. Evidence of development including studying towards CIPD or AAT qualification.	CIPD or AAT qualified.
Skills	Ability to work within a close team environment with other staff and elected student officers. Flexibility and willingness to get involved in all aspects of the organisation. Confidentiality. Reliable.	Able to flourish in a change oriented environment.
Knowledge	Using spreadsheet and database software.	Operations within a democratically controlled organisation. Dealing with the public. Knowledge of Sage Accounts software.

DON'T FORGET: If you have the essential and or desirable qualities we are looking for, please provide specific examples in your application form of how you meet our specification.