



Person Specification

Job Title: Accounts Assistant – Credit Control

Selection Criteria:

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
Work Experience	Experience of working in a similar credit control role	Essential	Reference & job descriptions
Knowledge	Detailed working knowledge of financial accounting transactions, e.g. Sales invoices and how and at what point these enter the accounting records.	Essential	Discussion on accounting & principles
	Good knowledge of Balance Sheet reconciliations, specifically sales ledger control account reconciliations.	Desirable	Discussion & job descriptions
Qualification & Skills	Strong people/customer service skills, being comfortable discussing outstanding sales ledger balances with customers that can be difficult	Essential	Previous role & experiences
	Excellent communications skills, confidence, persistence and an ability to remain calm under pressure.	Essential	Previous roles and experiences & answers to questions.
	Working knowledge of excel, including basic formulas	Essential	Ability to work with formulas
	Intermediate Outlook / Email & Word	Desirable	Working with calendar, attachments & scanning
	Skilled in use of accounting software	Essential	Discussion & prior roles
	Knowledge of SUN/Proactis would be advantageous but is not essential	Desirable	Discussion & job descriptions
	Able to discuss & explain financial transactions with other employees including those with limited financial knowledge	Essential	Answers to questions & examples
	Ability to work with and effectively communicate with all levels of management both within the finance team and the wider operations team	Essential	Discussion & prior roles

	Attention to detail and accuracy	Essential	Answers to questions & examples
	Ability to manage own time, prioritising tasks as necessary.	Essential	Answers to questions & examples