



PERSON SPECIFICATION

Requirements	Detail	Essential /Desirable
Qualifications	Minimum of GCSE in English and Maths at grade C or equivalent	E
	Minimum of A Levels at grade C or equivalent	D
Experience	Proven work experience as a finance assistant or similar role	E
	A minimum of three years' experience in a finance role	D
Skills and Attributes	Excellent numerical skills Attention to detail and accuracy with numbers is required for this role	E
	Excellent communication skills: Able to listen attentively and respond clearly showing empathy and understanding in dealing with others, both in face to face conversations and on the telephone	E
	Excellent written skills: Provide evidence of the ability to communicate in written reports and via email with accurate spelling and grammatically correct English.	E
	Proficient IT skills: Ability to use Microsoft Office	E
	Desire to achieve results: Ability to calculate details accurately and swiftly, write emails and reports to a high standard with minimal mistakes whilst working to deadlines	E
	Passionate about providing excellent client service: Understanding that the client/customer comes first and that this is fundamental to the success of a client service organisation Support clients in their needs thus contributing to their success	E
	Team orientated: At all times remain supportive to the whole team and display a positive outlook.	E
	Honest and trustworthy: Strong sense of ethical and professional behaviour ensuring that confidentiality and ethical standards	E
	Relationships: Display a confident manner when dealing with clients which will allow you to build strong relationships, as this is the fundamental key to the service Inspire provides.	E
	Excellent time management and organisational skills: Able to work to deadlines, keep others informed of progress.	E
	Self-Motivated: Able to work alone and self-start to ensure that set targets are achieved and completing tasks to time scales set.	E
	Full driving licence with own transport	D