

Person Specification – Accounts Administration Assistant

Below are some of the skills, knowledge and experience which are required for this post.

	Essential	Desirable
Education / Qualifications		
GCSE or equivalent at grades A*-C (9-4) in Maths and English.	*	
Qualification in Business Administration.		*
Skills/ Knowledge/ Experience		
At least 3 years experience of working in an office providing administrative or personal assistant support.	*	
Experience working in an administrative position in an accountancy firm.		*
Excellent communication skills including the ability to confidently use the telephone and draft emails/letters.	*	
Numerical skills or aptitude towards numeracy and data.	*	
Ability to use Word/Outlook/Excel to a high standard.	*	
Competent in using IT systems and inputting personal data into systems.	*	
High levels of accuracy with work methods to ensure work is correct.	*	
Some experience with document and record filing/retention systems.		*
Personal Behaviours and Qualities		
Strong sense of understanding and quality in a client-focussed service.	*	
Strong sense of team, willing to contribute to team objectives and support others to achieve their targets and work commitments.	*	
Ability to plan, manage, and prioritise work tasks and review flexibly; well-organised with the ability to organise others.	*	
Ability to demonstrate a proactive approach to tasks including the ability to use own initiative but know when to refer queries and take instructions.	*	
Ability to adapt and change with the role to meet the needs of the business, looking for ways to and supporting improvement and efficiencies in process and approach.	*	
Friendly, professional, and confident manner; with ability to build positive relationships.	*	
Ability to demonstrate behaviours and expectations consistent with the David Allen values of ambition, professionalism, knowledge, integrity, and respect.	*	