

	<b>Essential/Desirable</b>	<b>Assessment</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Full or part-qualified association accounting technician (Level 3 minimum) or part qualified professional accountancy qualification</li> </ul>	E	Application & proof of qualification
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum two years' experience of working in a financial environment, recording financial transactions and maintaining accounting records</li> <li>• Working knowledge of accounting practices and the application of these</li> <li>• Knowledge of VAT and VAT returns</li> <li>• Basic payroll knowledge</li> </ul>	E E D D	Application and Interview
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Proficient in using Microsoft packages, including Excel, Word and Outlook</li> <li>• Experience of using SAGE 200 accountancy software</li> </ul>	E E	Application and Interview
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Well organised with a high level of attention to detail</li> <li>• Ability to work as part of a team</li> <li>• Ability to work to targets and meet deadlines</li> <li>• Ability to maintain confidentiality in respect of personal or business critical information</li> </ul>	E E E E	Application and Interview