**Person Specification – Accounts Receivable Officer**

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|  | **Essential** | **Desirable** | **Measure** |
| **Experience** | * Experience in the accounting/financial services function of a large organisation.
* Experience in the Accounts Receivable process including raising invoices for payment and checking and verifying cross boundary travel invoices.
 | * Experience in a public sector finance environment.
 | Application form & interview |
| **Qualification/Training** | * Good level of education e.g. National 5 qualifications or equivalent.
 | * AAT qualification at foundation level.
 | Application form |
| **Knowledge** | * Good working knowledge of Microsoft word.
* Knowledge of shared mailbox management in Microsoft Outlook.
* Working knowledge of excel, including the use of various formulas and functions.
 | * Knowledge of efinancials, PECOS and Business Objects.
 | Application form & interview |
| **Skills** | * Good attention to detail and accuracy of work.
* Ability to plan and organise work on a daily basis.
* Adhering to set timescales.
* Working within relevant policies and procedures.
* Ability to communication effectively with both internal departments and external suppliers.
 |  | Application form & interview |
| **Other**  | * Self-motivated with the ability to use a degree of initiative and work independently as required.
* Good team player.
* Willing to cover other roles and tasks within the team as required.
 |  | Interview |