**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 |