

PERSON SPECIFICATION
Finance Assistant (Work Placement)

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. Ability to communicate confidently and clearly with a wide range of people both orally and in writing.	Essential	Application Form / Supporting Statement / Interview
2. 5 GCSE's (or equivalent) at grade C (4) or above, to include Maths and English Language.	Essential	Application Form
3. Effective interpersonal skills including tact, diplomacy and sensitivity to facilitate working with a wide range of people both from within the University and externally.	Essential	Application Form / Supporting Statement / Interview
4. Strong IT skills including the ability to use Microsoft applications including Word, Excel and Outlook.	Essential	Application Form / Supporting Statement / Interview
5. The ability to prioritise workload accompanied with excellent organisational skills in order to work well under pressure and to meet tight deadlines.	Essential	Application Form / Supporting Statement / Interview
6. Ability to undertake the duties of the role as a flexible and adaptable team player.	Essential	Application Form / Supporting Statement / Interview
7. A final year, UOW student, set to graduate in 2025 with a predicted grade of 2:1 or higher.	Essential	Application Form / Interview
8. Studying an Accounting & Finance degree.	Desirable	Application Form / Interview
9. Previous experience working in a Finance Department.	Desirable	Application Form / Interview

- Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency based interview questions, tests, work-related exercise, presentation or teaching session etc.