

PERSON SPECIFICATION

Financial Accounts Assistant (Work Placement)

Criteria	Essential/ Desirable	Application Form / Supporting Statement / Interview
1. Currently a second-year student at the University of Worcester seeking a placement role	Essential	Application Form / Supporting Statement
2. Ability to communicate confidently and clearly with a wide range of people both orally and in writing.	Essential	Application Form / Supporting Statement / Interview
3. 5 GCSE's at grade C or above, to include maths and English.	Essential	Application Form/ Supporting Statement
4. 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
5. Strong IT skills including the ability to use Microsoft applications including Word, Excel and Outlook.	Essential	Application Form / Supporting Statement / Interview
6. Excellent organisational skills and the ability to prioritise workload in order to work under pressure and to tight deadlines.	Essential	Application Form / Supporting Statement / Interview
7. Ability to undertake the duties of the role as a flexible and adaptable team player.	Essential	Application Form / Supporting Statement / Interview
8. Currently studying for an Accounting & Finance degree.	Desirable	Application Form / Interview
9. Previous experience in an Administrative or Financial role.	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.