

Person Specification

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| Job Title: Accounts Assistant – Purchase Ledger | Function: Accounts |
| Region: UK - Sandbach |

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| **Criteria** | **Desirable** | **Essential** | **A** | **B** | **C** |
| Knowledge andQualifications | GCSE or equivalent in Maths & English |  | x |  |  |
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| **Criteria** | **Desirable** | **Essential** | **A** | **B** | **C** |
| Experience | Purchase ledger | Accounts administration | x |  | x |
| Medium to high-volume transactions |  | x |  | x |
| Experience of integrated business systems preferred |  | x |  | x |
| Freight industry experience useful but not essential |  | x |  | x |
|  Experience of SAP Business One system |  | x |  | x |

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| **Criteria** | **Desirable** | **Essential** | **A** | **B** | **C** |
| Skills / Abilities |  | Good basic arithmetic | x | x |  |
|  | Good written communication | x | x |  |
|  | Good IT skills, using email, Word, Excel & accounts system | x | x |  |
|  | Attention to detail & accuracy  |  | x | x |
|  | Ability and willingness to cope with high volume of routine work |  |  | x |

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| **Criteria** | **Desirable** | **Essential** | **A** | **B** | **C** |
| Personal Attributes |  | Team player |  |  | x |
|  | Patient |  |  | x |
|  | Precise |  |  | x |
|  | Flexible |  |  | x |
|  | Good natured |  |  | x |
|  | Friendly |  |  | x |

Evidenced by A – CV

 B – Test

 C – Interview