

Person Specification

Job Title:

Accounts Payable Specialist

Notes of Guidance for Candidates

For each criteria, you must show in your application form how you meet that criteria in order to be shortlisted for interview. The information you give on your application form will be expanded upon at interview. By the end of the selection process you will need to have demonstrated that you meet all the criteria on this Person Specification to be considered for appointment.

Attributes	Essential Criteria	Desirable Criteria
Personal Attributes, Values & Behaviours	<ul style="list-style-type: none"> ▪ A positive attitude towards the Pilgrims' Friend Society and its wider aims and objectives ▪ Have a "can do" and "make it happen" approach to work ▪ Resilient and able to work under pressure to tight deadlines ▪ Confident in supporting and praying with others in the team 	
Experience	<ul style="list-style-type: none"> ▪ Minimum of one years' experience in an accounts processing role ▪ Experienced in accounting package 	<ul style="list-style-type: none"> • Experience of Sage 200 • Experience of "Excel in business" • Previous Christian charity experience (preferable)
Skills & Abilities	<ul style="list-style-type: none"> ▪ The ability to work independently and within a team ▪ Have excellent time management skills and attention to detail ▪ Computer literate and comfortable using Microsoft Word, Teams and Outlook at an intermediate level ▪ The ability to make improvements and add value to processes 	<ul style="list-style-type: none"> ▪ Able to modify database queries ▪ Good staff management and coaching skills.
Knowledge	<ul style="list-style-type: none"> • Knowledge of the end-to-end P2P process 	

Qualifications & Training	<ul style="list-style-type: none"> • AAT Level 3 or above 	
Communication Skills	<ul style="list-style-type: none"> • Good written and verbal communication skills, ability to make complex simple and easy to understand <ul style="list-style-type: none"> ▪ A confident demeanor with good relationship building skills ▪ Good telephone manner 	
Other Special Requirements	<ul style="list-style-type: none"> • Must live within commuting distance of the work place • Committed, Protestant Christian able to provide a testimony of conversion, a minister's reference and subscribe to our Doctrinal Basis 	