



The Edmund Trust

Person Specification

Job Title: Sales Ledger Clerk

Date: June 2019

Qualities	Essential Those qualities which are essential to perform the job.	Desirable Those qualities which allow the job to be performed to the optimum level.
<p>Work Experience Previous experience required to do the job.</p>	None.	<p>Experience of working in a Finance office or department.</p> <p>Experience of using SAGE accounting software.</p>
<p>Education/Qualifications E.g. academic or professional qualifications.</p>	Level 2 general education, including GCSE grade C or above in Maths and English.	
<p>Skills and Abilities</p>	<p>Excellent communicator with ability to convey information clearly and concisely, to people at all levels.</p> <p>Numerate.</p> <p>Excellent interpersonal skills and ability to build rapport easily.</p> <p>Excellent organisation and prioritising skills.</p> <p>Good basic Excel skills.</p> <p>Able to produce consistent, accurate work without the need for checking.</p> <p>Ability to work under pressure and deliver tasks to completion on time.</p> <p>Able to work effectively and collaboratively with others within and beyond the team.</p> <p>Able to keep relevant matters confidential.</p> <p>Ability to carry out routine tasks, repeatedly without losing attention detail.</p>	Excel at intermediate level.
<p>Personal qualities</p>	<p>Positive outlook.</p> <p>Drive and enthusiasm.</p> <p>Friendly, approachable and personable.</p> <p>Committed to providing a service that meets the needs of the organisation.</p> <p>Empathetic to the needs of those who use the Finance service.</p>	

Highly organised and able to juggle numerous tasks and priorities effectively.

Team player – works collaboratively with others across and outside the organisation.

Flexible approach to working practice.

Committed to continuously improving own work and procedures.

Embraces change; working positively to meet operational and organisational objectives.