**Person specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Job Title: Accounts/HR - Administrator** | | **Department: Finance/HR** | |
|  | | | |
|  | | | |
| **Criteria** | **Essential** | | **Desirable** |
| **Skills required** | * Good communication skills, both verbal and written * Good numeracy skills * Good IT skills * Strong organisational skills * Ability to maintain high levels of confidentiality | |  |
| **Attainment** |  | | * AAT L2 or equivalent |
| **Knowledge** | * Proficient in Sage Accounts and Payroll * Microsoft Office | | * A knowledge of HR |
| **Relevant experience** | * 3 years’ experience working in an accounts position | |  |
| **Disposition** | * Ability to get on well with a wide variety of people * Friendly and helpful * Willing to learn * Self-motivated * Ability to work independently on own initiative and also to contribute as part of a team | | * An interest in the construction industry |