**Person specification**

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| **Job Title: Accounts/HR - Administrator**  |  **Department: Finance/HR** |
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| **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
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| **Attainment** |  | * AAT L2 or equivalent
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| **Knowledge** | * Proficient in Sage Accounts and Payroll
* Microsoft Office
 | * A knowledge of HR
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| **Relevant experience** | * 3 years’ experience working in an accounts position
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| **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
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