# Person Specification
## Student Finance Coordinator

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
| **Qualifications, experience and background** | • Accounts experience  
• Excellent numerical skills  
• Significant administrative experience | • Experience of student administration  
• Knowledge of reconciliations  
• Relevant professional qualification |
| **Specific knowledge/skills (technical)** | • Excellent Excel and spreadsheet experience  
• Strong organisational skills  
• Excellent written and oral communication skills  
• Experience of using and managing spreadsheets and databases to store, manipulate and retrieve information  
• Experience of data analysis and calculations, presenting findings accurately and appropriately to support effective reporting of information | • Accurate Solutions (accounts package)  
• Advanced IT skills for general administrative duties, with an understanding of V-Lookups, pivot tables, email. |
| **Personal attributes** | • Friendly, helpful manner  
• "Can do" attitude  
• Organised and efficient  
• Ability to prioritise workload and work to deadlines  
• Willing to act on own initiative  
• Methodical and accurate, good attention to detail  
• Proactive approach with the ability to problem solve | |
| **Team and management skills** | • Strong, team player | |
| **Other** | • Accurate, numerate  
• Willingness to adopt a flexible and collaborative approach to tasks and work within a small team | |