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| ***Person specification –***  *Accounts Payable & Purchasing* |
| **Attribute** | **Essential** | **Desirable** |
| **Experience** | Purchase Ledger experience. Administrative/office role experience. Proficient with Microsoft Office.  | Experience with Dext/Xero/ Approval Max  |
| **Qualifications** |  |  |
| **Skills** | To build and maintain relationships with suppliers, contractors and staff. To be an effective member of the finance team.Excellent communication and problem-solving skills. Keen attention to detail and accuracy skills.Effective organisational skills with the ability to prioritise work effectively. |  |
| **Personality** | Positive role model for students.Respectful and able to understand the needs of students and all stakeholders.To demonstrate and promote the ethos of Employ My Ability to visitors, tourists and members of the public. |  |
| **Motivation** |  |  |
| **Personal Circumstances** | Willingness to undertake regular training as and when required.To occasionally be able to work flexible hours to meet the requirements of the company. |  |
| **Other** | Commitment to Equality and Diversity.Support the ethos of Employ My Ability and be fit to work with vulnerable young people. | Current driving licence |