

## Personal Specification – Accounting Officer

### PERSON SPECIFICATION

Candidates do not need to be practising Catholics but should be sympathetic to the aims and values of the Catholic Church. Experience and skills in the following areas should be demonstrated:

#### **Relevant Experience**

Relevant professional qualification, e.g. AAT

Knowledge and competency in accounting principles and bookkeeping

#### **Skills and Attributes**

Be able to:

- Work as part of a team
- Work on own initiative
- Be able to use own initiative and be open to developing new ways of working

**Have good:**

- IT skills.
- Interpersonal skills.
- Numeracy skills.