

# B R O A D W A Y

**Purchase Ledger Clerk/Finance Assistant  
PERSON SPECIFICATION  
September 2021**

	Essential Criteria		Desirable Criteria	
Experience	A minimum of 2 years' experience of operating purchase ledgers	A/I	Have worked in a Finance role within an arts or charity organisation	A
	Delivery of debtor control duties	A/I	Have produced and set up own Excel reports	A/I
	Experience of computer-based Accounts system	A/I	Working with Sage 50c Accounts	A/I
		A/I	Working within a multi-site/group structure i.e Parent-subsidiary relationship	A
Knowledge			Hold (or working towards) AAT level 3/4 or equivalent accounting qualification	A
	Use of Microsoft Office and MS Excel to reasonable standard	A/I	An understanding of gross profit, net profit and relevant sections of a Balance Sheet	A/I
	Educated to a minimum standard of Maths and English Language at GCSE Grade C or above	A	Knowledge of the accruals and prepayment concept	A/I
Skills & Attributes	Able to prioritise workload and manage time effectively	I	An interest in film, creative industries or arts practice	I
	Able to work on own initiative without direct supervision as well as flexibly and co-operatively within a team	A/I		
	Ability to communicate effectively with staff, customers and suppliers	I		
	High level of motivation and enthusiasm	I		
	Ability to remain calm & friendly under pressure	I		

A = to be demonstrated in the application form  
I = to be demonstrated at interview