

## WISE Academies – Head Office

### Person Specification for the Post of: Purchase Ledger Clerk

Minimum Essential Requirements	Method of Assessment
<b>Skills/Knowledge</b>	
Experience/knowledge of processing purchase ledger invoices	Application Form/Interview
Willingness to learn multiple aspects of accountancy and finance	Application Form/Interview
Be an effective communicator, working in collaboration with colleagues and the wider community.	Application Form/Interview
Knowledge and understanding of the appropriate environment to provide high quality provision	Application Form/Interview
An ability to work as part of a team	Application Form/Interview
Be prepared to be involved in the wider life of the academy	Application Form/Interview
Ability to show initiative with minimum supervision	Application Form/Interview
Good oral and written communication skills	Application Form/Interview
Good organisational and time management skills	Application Form/Interview
<b>Work Related Circumstances</b>	
Ability to work flexibly to meet deadlines.	Interview
Willingness to undertake training.	Interview