



ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW

Finance Assistant Personal Specification

Knowledge, Experience and Skills Set Required:

Essential

- ✚ A comprehensive and practical understanding of double entry bookkeeping
- ✚ Experience managing all or most of the following: bank reconciliation, sales ledger, purchase ledger, and general ledger
- ✚ Basic or intermediate MS Excel skills
- ✚ Experience of working with computerised accounting systems
- ✚ The ability to communicate with and build relationships with both non-financial staff members and external suppliers and customers

Desirable

- ✚ Basic MS Word skills
- ✚ Experience developing and improving processes and systems
- ✚ Credit control
- ✚ Direct Debit processing and management