

PERSON SPECIFICATION

The details below are the job-related requirements for this post:

Requirement	Essential	Desirable	Evidenced by
Education and qualifications	<ul style="list-style-type: none"> • Willing to study and complete the Award in Financial Administration within 24 months of commencement • GCSE or equivalent in Maths and English. 	<ul style="list-style-type: none"> • CF1 qualification and ability to progress towards RO1/FA1 or FA2 • RO1/FA1 or FA2 qualified • Award in Financial Administration 	Application Form and Interview
Experience	<ul style="list-style-type: none"> • Previous administrative experience • Mortgage Experience and qualifications for Mortgage Processing Duties 	<ul style="list-style-type: none"> • Some Financial Services sector experience • Experience and working knowledge of Intelligent Office 	Application Form and Interview
Skills/Abilities	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Ability to work as part of a team • Research skills • Attention to detail • Excellent planning skills • Highly organised • Able to work under pressure 		Application Form and Interview
Knowledge	<ul style="list-style-type: none"> • High level of Computer literacy specifically Internet Explorer, Microsoft Office 		Application and Interview
Other attributes	<ul style="list-style-type: none"> • Professional and friendly telephone manner • Good customer interaction skills • Ability to manage self and time • Initiative 		Interview