**Person specification**

**Costs Administrator**

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| **Criteria** | **Essential/Desirable** |
| **Person specification** |  |
| Planning, organisation and prioritisation skills with the ability to work to tight deadlines | Essential |
| Delivery focused | Essential |
| Excellent organisational and communication skills and time management skills | Essential |
| Negation skills | Desirable |
| The ability to adapt in a constantly changing environment | Essential |
| Ability to work both independently and part of a team | Essential |
| Analytical in approach | Essential |
| Flexibility | Essential |
| Good standard of education | Desirable |
| **Experience** |  |
| Working in a legal, financial or professional environment | Desirable |
| **Technical skills and qualifications** |  |
| Understanding of account ledgers | Desirable |
| Excellent numerical skills | Essential |
| Excellent attention to detail | Essential |
| Excellent administrative skills | Essential |
| Good use of Microsoft Word and Excel, and general computer skills | Essential |