

PERSON SPECIFICATION – Billing Assistant

Criteria	Essential	Desirable	How Assessed
Qualifications	No specific academic qualifications Numeracy and Literacy required	AAT or similar or appropriate previous experience	C.V.
Experience	Good ICT skills Good organisational skills Work under pressure & respond to a crises	Experience of working in a solicitors accounts department. Knowledge of LAA billing. Knowledge of computerised accounting packages.	C.V. Interview
Skills/Abilities	Good numeracy skills Good command of written & oral English required Ability to produce accurate work to tight deadlines under pressure. Ability to communicate clearly orally and in writing Ability to work on own initiative Ability to identify problems and solutions Effective team worker	Personal work planning and organisational skills Experience of working in a similar role/environment	C.V. Interview
Attitude	Flexible approach to working conditions and working environment Think clearly & logically & articulate views Commitment to the values of the firm Honesty, tolerance, common sense, energy and sense of humour		C.V. Interview