## Person Specification

The qualifications, experience, knowledge, skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively.  They also form the selection criteria on which a decision to appoint will be made.  Criteria marked 'A' will be the main criteria against which your application will be shortlisted so please ensure that you provide evidence of how you meet the shortlisting criteria in your application. You may accompany your application with additional information including a CV if wished.

**Job Title:**            Systems Administrator
**School/Service/Institute:**    Financial Services

| Selection Criteria Description | Essential or Desirable | Application and/or Interview |
|---|---|---|
| A Degree Level qualification in a relevant subject is desirable. | D | A |
| A good understanding of core finance processes and finance principles, acquired by working within the HE sector. | D | A/I |
| A good understanding of working, developing and maintaining a modern ERP finance system. | D | A/I |
| Knowledge of modern ERP finance systems, internal controls and user management leading practices (much of this using Oracle Applications) | D | A/I |
| Knowledge of PL/SQL | D | A/I |
| Proven track record of generating new ideas and suggestions for process improvement, and evidence of the successful implementation of those ideas. | E | A/I |
| High-level written and oral communication skills in order to draft reports, correspondence and procedure documentation often of a complex and sensitive nature for a wide range of audiences | E | A/I |
| Excellent project and test management skills in order to bring projects to conclusion within planned timeframes | D | A/I |
| Highly organised and analytical approach to task and issue management – high level of multi-tasking required, particularly during month end processing | E | A/I |

| | | |
|---|---|---|
| Strong interpersonal skills in order to develop and maintain efficient working relationships with staff at all levels | E | A/I |
| Advanced MS Office Skills (Word, Excel, Powerpoint etc) | E | A/I |
| An understanding of the University's strategy and values, with the ability to demonstrate behaviours that align to the values | E | I |

| *__Key__ | |
|---|---|
| [A] Application form | To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements' |
| [I] Interview | To be assessed during the interview process including selection tests or presentation, as appropriate. |