

# CHELTENHAM FESTIVALS



**JAZZ  
SCIENCE  
MUSIC  
LITERATURE**

**President**  
Dame Judi Dench CH

**Vice Presidents**  
Eleanor Budge  
Charles Fisher  
Sir John Manduell CBE  
Sir Peter Marychurch KCMG  
Graham Lockwood  
Edward Gillespie  
Ion Trewin

## PERSONNEL SPECIFICATION FORM

Applicants Please Note: You may retain this form for your information.

Cheltenham Festivals	Department: Finance
Job Title: Finance Assistant	Salary: £17,000 - £20,000 per annum
Drawn up by: Paul Jenkins	Signature:

CRITERIA	Assessment Code
<p><b>A. Skills and Abilities</b> (including basic, technical, communication, managerial skills, skills dealing with people, etc.)</p> <ul style="list-style-type: none"> <li>• Sound and competent ability and experience in Microsoft applications such as Word and Excel within a Windows environment and other IT tools, eg</li> <li>• e-mail and the internet</li> <li>• Competent in the use of a modern financial package (Pegasus desirable but not essential as training given)</li> <li>• Ability to communicate with a variety of people both articulately and persuasively in writing, by telephone and in person</li> <li>• Ability to organise information and tasks efficiently and effectively, including keeping accurate and methodical records and particularly financial records.</li> <li>• Ability to act as a member of a team, ensuring full communication of information, recognising the different roles, responsibilities, priorities and pressures of colleagues</li> <li>• Ability to work under pressure and use own initiative with minimum supervision; ability to generate/contribute ideas</li> <li>• Good interpersonal skills, friendly manner and personable appearance</li> </ul>	

<p><b>B. Knowledge</b></p> <p>Interests in the arts / festivals</p>	
<p><b>C. Work Related Experience</b> (including voluntary/unpaid work)</p> <p>Relevant previous experience in basic book keeping or financial systems desirable Experience of working in a charitable organisation desirable but not essential</p>	
<p><b>D. Qualifications</b> - for which there is a legal/professional requirement</p> <p>Education to 'A' level standard or equivalent as minimum – ideally AAT or equivalent trained/training</p>	
<p><b>E. Circumstances</b> (the office is a non-smoking environment).</p> <p>Flexibility to work outside normal office hours, ie during evenings and at week-ends, especially at Festival times</p>	
<p><b>F. Desirable Criteria</b> (It is not essential to satisfy these requirements, but they may be used during shortlisting)</p> <p>Full UK driving licence</p>	