

Person Specification

Job Title: Finance Officer

Job Ref: YS/FO/19

1. Educational/Professional Qualification	Essential	Desirable
• A qualification in accounting / part qualified accountant	✓	
• Good general education	✓	
2. Career Experience		
• A minimum of 2 years accounting experience	✓	
• A knowledge of charity accounts		✓
• A knowledge and understanding of the charity/third sector		✓
3. Specialist Knowledge/experience		
• Good knowledge of SAGE	✓	
• Experience of Payroll	✓	
• High level knowledge of Word and Excel	✓	
• Ability to produce management accounts from SAGE and on to Excel	✓	
• Good working knowledge of all aspects of PAYE	✓	
• Investments quarterly reporting		✓
4. Skills/Aptitudes/Potential		
• High level of numeracy skills	✓	
• Good organisational skills and ability to manage time	✓	
• Good communication skills - verbal and written	✓	
• High level of relevant PC skills	✓	
• Flexible approach with an ability to meet deadlines	✓	
• Ability to work on own initiative with limited supervision	✓	
• Self-motivated and enthusiastic	✓	
• A good team player and willing to work cooperatively in a small administration team	✓	

