**PERSON SPECIFICATION**

**Post of Finance Officer/Administrator**

**Candidates must have:**

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| A qualification or experience in office administration including finance | Essential |

**Experience - candidates should have some experience of:**

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| --- | --- |
| Input, maintenance and development of Microsoft Office systems including WORD, EXCEL and ACCESS. | Essential |
| SAGE software or equivalent | Essential |
| Knowledge of website structures, e.g. set-up/maintenance | Desirable |
| Office organisation, co-ordination and administrative skills | Essential |
| Effective written and verbal communication skills | Essential |
| Resources and information maintenance | Desirable |
| Effective team working | Desirable |

**Knowledge, abilities and skills - candidates should be able to evidence the following:**

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| --- | --- |
| A sound knowledge of general office procedures | Desirable |
| Ability to minute meetings and process reports | Desirable |
| Understanding and skills in financial accounting, general book-keeping, pensions, etc | Essential |
| Excellent verbal and written communication | Essential |
| An ability to work under pressure | Essential |
| Effective time management, planning and organisational skills | Essential |
| An ability to take initiative and manage own workload and diary | Desirable |