

**PERSON SPECIFICATION Post: ADMINISTRATion & FINANCE OFFICER**

The purpose of this specification is to identify the attributes required by applicants to perform the duties described in the job remit. These are identified as **essential**: those without which the job could not be performed adequately, or **desirable**: those which although not essential, could enhance job performance. The specification will be used for advertising and shortlisting purposes.

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * While no qualification is deemed essential, a high level of communications skills are essential. This refers to both written and spoken communications
* Appropriate bookkeeping qualification / training / knowledge
 | * Any relevant qualifications would be welcome (e.g. English, Admin, Finance, Communications)
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| **Experience** | * Working in an office environment
* Administration
* Organising and prioritising work
* Reception duties/providing assistance
* Using databases/ordering systems
* Minimum 2 years in a comprehensive bookkeeping role
* QuickBooks and Microsoft Excel
* Processing income, expenditure, banking and reconciliations
* Implementing month and year end finance procedures
* Liaison with HMRC
* Logical, clear and understandable record keeping
* Working as a team
 | * Administration role in an office environment
* Assisting with input to annual audit process
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| **Knowledge and Understanding** | * Competent knowledge of MS Word, Excel and Outlook
* Thorough knowledge of double entry bookkeeping
* Monitoring, and reporting as appropriate, on bank balance and level of available funds
* Being aware of, and highlighting, potential issues and challenges to the organisation’s financial health to avoid difficulties arising
* The importance of confidentiality
* The importance of accuracy
* The importance of providing excellent customer service
* The importance of maintaining a professional attitude
 | * Supporting and assisting the work of others
* Working in collaboration with others
* Understanding of an annual audit process
* Understanding of the need to collaborate with relevant colleagues appropriately in terms of achieving the best outcomes for the financial viability of the organisation
* Understanding of the voluntary sector and its specific challenges
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| **Skills and Capabilities** | * Excellent verbal and written skills
* IT literate
* Building effective relationships internally and externally
* Effective communicator
* Excellent telephone manner
* Flexible, self-reliant and able to use own initiative
* Ability to build effective relationships, communicate effectively and work collaboratively
* Excellent organisation and prioritising of work
* Monitor and assess own performance
* Working equally effectively alone and as part of a team
 | * Calm, patient and supportive with all colleagues in finance matters
* Confident in seeking help when needed
* Demonstrate a genuine interest in the vision and values of the organisation as a whole
* Strive to ensure an approach that is sympathetic to the ethos of the organisation
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| **Values and Personal Commitment** | * Value and respect the contributions of others
* Show commitment to achieving high standards and objectives
* Demonstrate flexibility, initiative and self-reliance
* Value constructive feedback
* Set high standards for yourself
* Tactful, sensitive, welcoming and polite
* Upbeat and positive in approach
* Value yourself by taking responsibility for your own professional learning and development
* Reliable, honest and communicative
 | * Share knowledge and information to benefit the organisation
* Commitment to reflection, self-evaluation and self-development as a means of enhancing working practice and broadening expertise
* Take responsibility for own career long professional learning
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