

**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) |
| **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 |
| **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 |
| **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 |
| **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 |