

PERSON SPECIFICATION

Post: FINANCE ADMINISTRATOR

This specification will assist prospective candidates to assess their suitability for the post. The attributes are categorised as **essential**: those without which the job could not be performed adequately; and **desirable**: those which although not essential, would enhance job performance.

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Appropriate bookkeeping qualification/training/knowledge 	<ul style="list-style-type: none"> • Any additional qualifications/training that are relevant to and support the requirements of the post (see post remit)
Experience	<ul style="list-style-type: none"> • Minimum 2 years in a comprehensive bookkeeping role • Sage Line 50 and Microsoft Excel • Processing income, expenditure, banking and reconciliations • Implementing month and year end finance procedures • Liaison with HMRC and other appropriate agencies and stakeholders • Logical, clear and understandable record keeping 	<ul style="list-style-type: none"> • Assisting with input to annual audit process • Payroll and pensions administration • Sage Payroll • Supporting the monitoring of management accounts • Supporting the monitoring of budgets
Knowledge and Understanding	<ul style="list-style-type: none"> • Thorough knowledge of double entry bookkeeping • Payroll and pensions administration • 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 • Need for application of a confidential approach at all times 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Ability to build effective relationships, communicate effectively and work collaboratively • Excellent verbal and written skills • Excellent organisation and prioritising of work • Relevant IT skills • Monitor and assess own performance • Working equally effectively alone and as part of a team 	<ul style="list-style-type: none"> • 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 • Calm, patient and supportive with all colleagues in finance matters
Values and Personal Commitment	<ul style="list-style-type: none"> • Value and respect the contributions of others • Show commitment to achieving high standards and objectives • Demonstrate flexibility, initiative and self-reliance 	<ul style="list-style-type: none"> • Show a commitment to reflection, self-evaluation and self-development to enhance own working practice and expertise • Take responsibility for own career long professional learning