**Model Person Specification – Business Support Officer**

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Home-Start Finance Officer.

This form also indicates how the different requirements may be assessed during the selection process:

A = Application Form, I = Interview, E = Exercise

|  **Person Specification – Business Support Officer** |
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| **ESSENTIAL** | **Method of Assessment** |
|   | **A** | **I** | **E** |
| **Education and qualifications** |   |   |   |
| Good standard of education (GCSE, NVQ level 3 or equivalent) | ✔ |   |   |
| Relevant bookkeeping/secretarial/IT training | ✔ | ✔ | ✔ |
| **Employment history** |   |   |   |
| Relevant previous or current employment  | ✔ | ✔ |   |
| **Skills and experience** |   |   |   |
| Knowledge and experience of working to a budget | ✔ | ✔ |   |
| Knowledge and experience of petty cash | ✔ | ✔ |   |
| Knowledge and experience of book-keeping | ✔ | ✔ |   |
| Experience of administrative work | ✔ | ✔ |   |
| Effective communication skills: written, verbal and telephone | ✔ | ✔ |   |
| Ability to prioritise | ✔ | ✔ | ✔ |
| **Personal attributes** |   |   |   |
| Ability to work as a member of a team |   | ✔ |   |
| Ability to work on own initiative |   | ✔ | ✔ |
| Ability to establish and maintain effective relationships with a wide variety of people |   | ✔ |   |
| Knowledge of and commitment to equal opportunities and anti-discriminatory practice | ✔ | ✔ |   |
| Understanding of the need for professional confidentiality | ✔ | ✔ |   |
| **Special Requirements** |   |   |   |
| Eligible to work in the UK | ✔ |   |   |
| Occasional evening or weekend work |   | ✔ |   |
| Willing to access training |   | ✔ |   |
| **DESIRABLE** |  |  |   |
| Experience of working in a small team | ✔ | ✔ |   |
| Training in equal opportunities and diversity | ✔ | ✔ |   |
| An interest in the needs of children and families | ✔ | ✔ |   |
| Experience of working within a voluntary organisation | ✔ | ✔ |   |
| Knowledge of committee procedure | ✔ | ✔ |   |
| Experience of working with volunteers | ✔ | ✔ |   |
| Qualifications in office practice | ✔ | ✔ |   |
| Knowledge and experience of typing reports | ✔ | ✔ |   |
| Knowledge and experience of taking minutes | ✔ | ✔ |   |