**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** | | | |
| --- | --- | --- | --- |
| **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 | ✔ | ✔ |  |