**PERSON SPECIFICATION**

(E = *Essential* D = *Desirable*)

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| **QUALIFICATIONS** |  |
| * Accountancy qualification and/or relevant experience | E |
| **SKILLS** |  |
| * Excellent verbal and written communication skills * Time management skills * Excellent organisational and planning skills * Ability to build good relationships and good interpersonal skills * Ability to develop database including implementation of recording, evaluation and monitoring systems. * Excellent working knowledge of SAGE 50, Excel, word and all associated IT packages | E  E  E  E  E  E |
| **EXPERIENCE** |  |
| * Previous administration, funding and finance experience * Computer literate, knowledge and experience of Microsoft packages and databases * Experience in monitoring, evaluating and report writing * Experience in recording, reporting and evidencing Outcomes * Experience in writing funding bids including demonstrating outcomes * Experience in operating SAGE 50 | E  E  E  E D  E |
| **KNOWLEDGE** |  |
| * Understanding of drug and alcohol misuse and the impact on families * Understand and comply with Organisational policies and procedures * Knowledge of IT monitoring and evaluations systems in the voluntary sector * Knowledge of processing and maintaining financial transactions including clerical & electronic recording systems such as SAGE/XERO * Awareness of funding sources and knowledge of application and evaluation processes * Knowledge of the Tender process | D  E  D  D  E  D  D |
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| **PERSONAL ATTRIBUTES** |  |
| * Empathetic * Honest * Flexible & Adaptable * Compassionate * Good team Player * Non-judgmental approach * Positive and proactive attitude * Willingness to undertake training and development opportunities * An understanding of how families are affected by a loved one’s alcohol/drug use | E  E  E  E  E  E  E  E  D |
| **OTHER** |  |
| * Ability to travel citywide if and when required * Driving license and access to own vehicle | E  D |