**PERSON SPECIFICATION**

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

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| **QUALIFICATIONS** |  |
| * Accountancy qualification and/or relevant experience
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| **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
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| **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
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| **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
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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
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| **OTHER**  |  |
| * Ability to travel citywide if and when required
* Driving license and access to own vehicle
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