

FINANCE AND ADMINISTRATION ASSISTANT

PERSON SPECIFICATION

1.	<u>Knowledge / Experience</u>	<u>Essential</u>	<u>Desirable</u>
*	Using IT systems and packages, in particular Sage, Microsoft Office, Excel and Organisational databases	✓	
*	Working as part of a team and on own initiative	✓	
*	Sage 50 Accounts and/or accounting software	✓	
*	Responding to queries and problem solving	✓	
*	Recording/inputting financial activities and business transactions/knowledge of ledgers/management accounts	✓	
*	General administrative experience in an accounts environment	✓	
*	Qualifications in Administration/Accounts/Finance		✓
2.	<u>Value Base / Competence</u>		
*	Ability to demonstrate a methodical, organised and flexible approach to work	✓	
*	Commitment to providing high quality of service	✓	
*	Effective listening, verbal and written communication skills	✓	
*	Excellent interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships	✓	
*	Ability to plan, organise and prioritise workload to meet deadlines	✓	
*	Professional approach	✓	
*	Ability to manage various money management and processing systems as instructed, paying attention to detail	✓	
*	Respect for the autonomy and rights of service users	✓	
*	Ability to relate well with colleagues, Trustees and members of the public	✓	
*	Ability to learn quickly about business and a willingness to learn overall	✓	
*	Ability to maintain a high level of confidentiality and discretion at all times	✓	
*	Ability to remain calm under pressure	✓	
*	Self-motivated	✓	
*	Quality assurance	✓	
*	Basic Disclosure	✓	