

Finance and Administration Officer Person Specification



	Selection criteria (Essential)	Selection criteria (Desirable)
Education and Qualifications	Good standard of education including GCSE Maths or equivalent	
Experience, Skills & Knowledge	<p>Practical experience using computerised accounts.</p> <p>Experience of providing administrative support to small and growing teams.</p> <p>High level IT skills, including Word, Excel, and e-mail.</p> <p>An understanding of Financial and Administrative procedures.</p> <p>Good verbal and written communication with clients and staff, maintaining effective working relationships.</p> <p>Accurate work with excellent attention to detail.</p> <p>Able to learn new procedures quickly.</p> <p>An ability to prioritise and organise work.</p>	<p>2 years experience in similar role.</p> <p>Experience working with Grant funding.</p>
Personal Qualities	<p>Strong team player with a friendly personality.</p> <p>Self-motivated with an ability to use own initiative.</p>	<p>Understanding and willingness to work with the ethos of a charitable organisation.</p>

	<p>Flexible and adaptable to the needs of the organisation and team.</p> <p>Ability to complete work within deadlines to a high standard of finish.</p>	
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