

Person Specification: Finance Officer

E - Essential D - Desirable AF - Application Form I - Interview

Requirements	Essential/ Desirable	Method of Assessing
<p>Education and Training:</p> <ul style="list-style-type: none"> Accounting qualification minimum qualification to AAT level II or higher Proficiency in spoken and written English 	E E	AF/I AF/I
<p>Knowledge & Experience:</p> <ul style="list-style-type: none"> At least 3 years' experience of bookkeeping and financial administration. Understanding of internal payroll processing and deadlines Experience of improving processes A high level of competence in using Excel and other Microsoft Office software Working within the voluntary sector Experience of using Ipllicit or other accounting software Experience of using Quickbooks payroll or other payroll software. Understanding of Financial Controls Understanding of Charity accounting and Charity SORP 	E E D E D E E D D	AF AF/I AF/I I AF/I AF AF AF AF/I
<p>Skills:</p> <ul style="list-style-type: none"> Have a high attention to details Ability to work within strict deadlines Ability to explain financial issues in a clear way, to those with little knowledge and/or experience in finance. Ability to produce accurate and timely information Ability to work unsupervised 	E E E E E	AF/I AF/I AF/I AF/I AF/I

<ul style="list-style-type: none">• Willingness and ability to multi-task or respond to new demands at short notice.	E	AF/I
<ul style="list-style-type: none">• Respect for the values and ethos of the charity	E	AF/I
<ul style="list-style-type: none">• Commitment to working within an environment which promotes Equal Opportunities and has regard for the Health and Safety of others.	E	AF/I