**Newtownabbey Arts & Cultural Network – Peace Impact Programme (PIP):**

**Finance/Administration worker**

**Person Specification.**

**Essential Criteria:**

**Experience:**

* Two years’ relevant experience of financial management including book-keeping, financial reports to Management Committee returns to funding organisations and budget management.
* A wide and varied range of office and financial experience; including the payment of salaries (PAYE) and pensions.
* Knowledge of; and one year's paid working experience of; computer spreadsheets and windows based applications.
* Experience of collating monthly, quarterly and annual returns for grant funders
* Two years recent experience of working in an administration role
* An understanding of / recent experience of working within the community sector.
* Ability to use the Internet, E-mail, social media and data-bases.
* Good communication both orally and in writing.
* Ability to work with the minimum of supervision on own initiative or cooperatively within a small team.
* Ability to prioritise workload and work to deadlines

**Desirable Criteria.**

* A recognised financial qualification
* Knowledge of the local area
* Ability to work unsociable hours if required

**Special Aptitudes**

* Be non judgmental in approach to dealing with local communities designated at risk / areas of depravation
* Be in possession of good organisational skills.
* Have the ability to build good working relationships with a range of individuals and organisations.
* Must have a commitment to the regeneration of communities designated at risk /areas of depravation