

## FINANCE OFFICER PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Education/ Training</b>	* Accounting Technician qualification (IATI, AAT or equivalent qualification) or part qualified in an accountancy qualification	
<b>Relevant experience/ training</b>	<p>* Minimum of three years full-time (or part-time equivalent) experience in a finance position (within the last 5 years, including:-</p> <ul style="list-style-type: none"> <li>• *Demonstrated experience in keeping financial records to trial balance stage</li> <li>• *Demonstrated experience in preparing annual accounts for audit</li> <li>• *Demonstrated experience of operating Sage 50 Accounts and Sage Payroll</li> <li>• *Demonstrated experience of financial reporting and budget control</li> </ul>	<p>* Experience in a finance position within Charity/ Voluntary sector</p> <p>*Demonstrated working experience of Microsoft Word and Outlook.</p> <p>*Demonstrated working experience in use of Microsoft Excel.</p> <p>*Good knowledge of financial control systems.</p>
<b>Skills/ Attributes</b>	<p>Good interpersonal, communication and teamwork skills</p> <p>Ability to prioritise and meet deadlines</p> <p>Good organizational skills</p> <p>Able to work on own initiative</p> <p>*Ability to multi-task/work under pressure.</p> <p>Good IT skills</p>	
<b>Disposition</b>	<p>Able to relate to people in different settings</p> <p>Self confident/Reliable</p>	
<b>Commitment</b>	Commitment to working as part of a team	
<b>Physical Health</b>	Reasonable health	

\* Denotes criteria to be used in short-listing process.

May 2017