**ABC Community Network**

**Job Specification**

Finance Administrator.

**Education & Qualifications:**

* A qualification in bookkeeping, SAGE, or other related subject.

or

* 2 years of financial experience in Community Development or Health Social care setting.

**Experience, Knowledge, and Skills:**

* Thorough attention to detail
* Flexibility and open-mindedness
* The ability to work well with others
* An understanding of community groups and the financial restraints they work to.
* Highly organised professional.
* Ability to work flexibly to cope with the varying demands of the role to achieve desired outcomes.
* Ability to work on own initiative and as part of a team.
* Excellent time management and the ability to prioritise a workload.
* Ability to complete and present all paperwork and reports to a set deadline.

**Additional requirements**:

* Must be able to demonstrate that you are competent and familiar with Microsoft Office packages including Word, Access, Excel, Outlook, and PowerPoint.
* Have excellent verbal and written communication skills.

**Employee Benefits**

The successful post holder will avail of the following benefits:

* Holiday Arrangements: 12.5 working days per year.
* Pension: Employees can join our NEST pension scheme.
* Enhanced Family Friendly Rights:  Maternity and paternity leave in accordance with current statutory requirements.
* Opportunity to develop and enhance knowledge and skills through Continuous Professional Development.
* Sick Pay Arrangements: After 6 months of service, full pay up to 20 working days. Half pay for a further 20 working days (pro rata)