

## Person Specification

### Finance and Administration Assistant

	<b>Essential</b>	<b>Desirable</b>
<b>Skills, Knowledge &amp; Experience</b> (Creativity, problem solving skills & interpersonal skills)	<i>Understanding and knowledge of accounting package</i>	<i>Understanding and knowledge of SAGE programmes</i>
	<i>Understanding of VAT</i>	<i>Knowledge or experience of charity accounting</i>
	<i>Understanding and experience of Windows and Microsoft Office systems including Excel and Word</i>	<i>Experience of PowerPoint</i>
	<i>Excel – ability to set up and use a spreadsheet.</i>	
	<i>Experience of providing administrative support</i>	
	<i>Ability to use email and search the internet.</i>	<i>Ability to research information.</i>
	<i>Ability to organise meetings, take concise notes and draft minutes</i>	
<b>Personal attributes</b> (Initiative, building, relationships, team working, equipment, data etc..)	<i>Well organised, confident and self-motivated.</i>	
	<i>Adaptable, flexible and creative.</i>	<i>Ability to work flexible hours when needed.</i>
	<i>Good written and verbal communication skills.</i>	
	<i>Ability to work in a team setting.</i>	
	<i>Confidence in dealing with a wide variety of people.</i>	<i>Current driving licence and access to a car.</i>
	<i>Ability to use own initiative.</i>	
	<i>Good telephone manner.</i>	
	<i>Commitment to community based solutions to social, economic and environmental issues.</i>	
	<i>A satisfactory DBS check will be required</i>	