

Person Specification
Finance and Business Support Assistant

	Essential	Desirable
Skills, Knowledge & Experience (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>	
Personal attributes (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>	
	<i>Prepared to work in an office environment</i>	