

## Person Specification

### Finance Support Assistant

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE
<b>Education/Professional Qualifications</b>	<ul style="list-style-type: none"> <li>◆ At least 5 passes at GCSE level 5 or above and/or a proven level of qualification acquired by experience in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>◆ Finance or admin qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>◆ At least one year experience in a finance admin role</li> <li>◆ Using an accounting system and database</li> <li>◆ Financial record-keeping</li> <li>◆ Working with IT programs and software such as Microsoft Office, Excel, Word &amp; Outlook.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Further experience in a finance admin role</li> <li>◆ Working for a charity or non-profit organisation</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>◆ Excellent finance administration skills</li> <li>◆ High level numeracy skills with accuracy and attention to detail</li> <li>◆ Good communication skills via Teams and email, as well as handling telephone calls in a professional manner.</li> <li>◆ Discretion in the handling of sensitive and confidential information.</li> </ul>	<ul style="list-style-type: none"> <li>◆</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>◆ Self motivated</li> <li>◆ Reliable</li> <li>◆ Able to work independently and as part of a team</li> <li>◆ Friendly and warm</li> </ul>	