

Person Specification

Finance Admin Assistant

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE
Education/Professional Qualifications	<ul style="list-style-type: none"> • Education to A- Level standard or above 	<ul style="list-style-type: none"> • Administration or Finance qualification
Experience	<ul style="list-style-type: none"> ◆ At least two years experience in a finance or administration role ◆ Using an accounting system or database ◆ Financial record-keeping ◆ Working with IT programs and software such as Microsoft Office, Excel, Word & Outlook. 	<ul style="list-style-type: none"> ◆ Further experience in a finance admin role ◆ Working for a charity or non-profit organisation
Skills	<ul style="list-style-type: none"> ◆ Excellent administration skills ◆ Good numeracy skills with accuracy and attention to detail ◆ Good communication skills via Teams and email, as well as handling telephone calls in a professional manner. ◆ Discretion in the handling of sensitive and confidential information. 	<ul style="list-style-type: none"> ◆ Use of Salesforce ◆ Competency in Excel ◆ Legacy administration
Personal Qualities	<ul style="list-style-type: none"> ◆ Self motivated ◆ Reliable ◆ Able to work independently and as part of a team ◆ Friendly and warm ◆ Practicing Christian 	