**person specification**

**FINANCE OFFICER**

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| Knowledge / Experience | Essential | Desirable |
| Proven practical financial experience within a demanding and extremely busy office environment | √ |  |
| IT literature in a variety of software packages including Microsoft Office and especially accounting packages | √ |  |
| Relevant and recent experience working undertaking a range of Finance and Accounting Tasks | √ |  |
| Experience in preparing Annual Accounts and Budgets | √ |  |

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| **Education & Qualifications** | **Essential** | **Desirable** |
| Hold a relevant accounting qualification or be qualified by experience | √ |  |

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| **Skills & Abilities** | **Essential** | **Desirable** |
| Ability to work on own initiative or as part of a team | √ |  |
| Customer focus | √ |  |
| Experience of dealing with members of the public |  | √ |
| Good written and verbal communication skills, ensuring confidentiality and integrity at all times. | √ |  |
| Willingness to take and follow instruction | √ |  |
| Ability to work to tight deadlines and deal with conflicting priorities ensuring targets are met | √ |  |

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| **Personal Attributes** | **Essential** | **Desirable** |
| Good time-keeping and attendance | √ |  |
| Smart appearance | √ |  |
| Enthusiasm and willingness to learn new skills | √ |  |

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| **Other Criteria** | **Essential** | **Desirable** |
| Must undertake a Disclosure Check (Cost met by Employer). | √ |  |
| Possess a full current driving licence |  | √ |