

Person Specification: Finance Assistant

Applicants will be expected to demonstrate the following through the recruitment process. Applicants should detail their skills, experience and knowledge for all items marked with * in a covering letter.

		Essential/ Desirable	Evidenced
1.	Strong organisational and administrative skills	Essential *	Covering letter & Interview
2.	Strong written and numerical skills	Essential *	Covering letter & Interview
3.	Excellent IT skills with advanced knowledge of Microsoft Excel	Essential	CV & Interview
4.	Experience of book-keeping using computer software	Essential	CV
5.	Experience of QuickBooks Online accounting software	Desirable	CV
6.	Experience of charity accounting	Desirable	CV
7.	Book-keeping qualification	Desirable	CV
8.	Experience of VAT returns	Desirable	CV
9.	Experience of maintaining/running payroll	Desirable	CV
10.	Attention to detail	Essential *	Covering letter & Interview
11.	Ability to use own initiative and manage own workload.	Essential *	Covering letter & Interview
12.	Ability to work flexibly in a small office working environment and enjoy working as part of a team	Essential *	Covering letter & Interview
13.	Reliable with a positive approach to work	Essential *	Covering letter & Interview
14.	A commitment to promoting equality, diversity and human rights.	Essential *	Covering letter & Interview

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