

## **PERSON SPECIFICATION**

### **P/T FINANCE OFFICER**

#### **ESSENTIAL PERSONAL REQUIREMENTS**

1. Proven experience in all aspects of financial management including financial planning, budgeting and forecasting.
2. Proven experience in producing funding applications and reports for funders.
3. Experience in IT skills, including excel.
4. Proven experience in computerised accounts.
5. Ability to work effectively as a member of a small team.
6. Be educated to Degree/HND level or have relevant working experience.
7. Good organisational skills
8. Good writing and presentation skills.
9. Methodical attention to detail.
10. Good communication skills.
11. Be Flexible and able to work collaboratively at all times.

#### **DESIRABLE REQUIREMENTS**

- Working experience of Sage accounts package or other accounts packages.
- Experience of developing business plans.

#### **INTERESTS**

- Interest in families and children
- Interest in the voluntary sector.

#### **DISPOSITION**

- Effective time manager
- Discrete
- Team Worker
- Pro-active

#### **CIRCUMSTANCES**

- Some flexibility in relation to hours worked.