

ROLE: Finance Assistant

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications Required		<ul style="list-style-type: none"> Finance and/or Banking Qualification
Skills/ Competencies	<ul style="list-style-type: none"> Excellent planning and organisational skills Excellent administration skills including filing and maintaining records Excellent communication skills Strong IT skills, with a sound knowledge of Word and Excel 	<ul style="list-style-type: none"> Knowledge of Outlook / Office 365
Knowledge	<ul style="list-style-type: none"> Basic understanding of accounting processes and procedures 	
Previous Experience	<ul style="list-style-type: none"> Experience of Sage 50 Accounts package 	<ul style="list-style-type: none"> Experience of working within a finance department Experience of working independently / within a small team Some exposure to working with local authorities
Special Attributes	<ul style="list-style-type: none"> Proactive approach with the ability to work with minimum supervision 	<ul style="list-style-type: none"> Interest in the Voluntary sector
Personal Qualities	<ul style="list-style-type: none"> Honesty and integrity, Non-discriminatory, Demonstrates discretion and Ability to work within strict parameters of Confidentiality Flexible approach to working hours Approachable People Orientated 	
Requires to be mobile/Driving Licence Required:	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No

PS Centre Director



CRITERIA	ESSENTIAL	DESIRABLE
Disclosure Required:	<ul style="list-style-type: none">• YES – Basic Disclosure	