

PERSON SPECIFICATION –FINANCE OFFICER

Listed below are the requirements of the job in terms of what the candidate will need to offer to be able to person the job in the first instance. The cross (x) indicates whether these requirements are essential or desirable.

DESCRIPTIONS OF CATEGORY

SKILLS	ESSENTIAL	DESIRABLE
Verbal communication at all levels	X	
Good telephone manner	X	
Letter writing	X	
Planning/prioritising	X	
Supervisory	X	
Use of office technology (SAGE, Excel, Word)	X	
Use of the Internet, e-mail	X	
Keeping accurate records	X	
PERSONAL QUALITIES		
Commitment to Equal Opportunities	X	
Ability to work independently	X	
Self Motivating	X	
Ability to cope under pressure	X	
WORK EXPERIENCE		
Two years relevant work experience using SAGE 50 or similar accounting package	X	
KNOWLEDGE – understanding of		
Autism		X
Asperger Syndrome		X
Special Needs		X
The role of the voluntary sector		X
Direct Payments		X
QUALIFICATIONS		
A-Level or equivalent	X	
Working toward AAT qualification		X
TERMS AND CONDITIONS		
Willingness to work flexible hours	X	
Car owner/driver		X
Willingness to undertake a CRB check	X	