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| **Person Specification: Finance and Administration Support Officer (CYPF Consortium)** |

Detailed below are the type of skills, experience and knowledge that are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements and candidates lacking these attributes will not be considered for the post.

The points detailed under “Desirable” are additional attributes to enable the applicant to perform within the post more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

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| **Personal skills/characteristics** | **Essential** | **Desirable** | **Method of Assessment** |
| **Experience** |  |  |  |
| Experience of working in a support role within a busy office environment that demonstrates competency to effectively perform the duties of the post | **** |  | AF / I / R |
| Experience of undertaking an administration role that demonstrates competency to effectively perform the duties of the post | **** |  | AF / I / R |
| Experience of undertaking a finance role that demonstrates competency to effectively perform the duties of the post | **** |  | AF / I / R |
| Experience of developing office systems | **** |  | AF / I / R |
| Experience of working within the Voluntary and Community Sector |  | **** | AF / I / R |
| **Qualifications and Training** |  |  |  |
| Good standard of general education (including English and Maths) | **** |  | AF / C |
| NVQ Level 2 in Business Administration or equivalent work experience | **** |  | AF / C |
| RSA Level 2 Typing or equivalent | **** |  | AF / C |
| ICAEW's Diploma in Charity Accounting (DChA) or professional accounting qualifications (ACCA, CIMA, CIPFA) |  | **** | AF / C |
| **Special skills/knowledge** |  |  |  |
| Minute taking skills | **** |  | AF / I / R |
| Good working knowledge of MS Office or equivalent packages including Outlook, Word, Excel and Powerpoint | **** |  | AF / I / R |
| Good working knowledge of accounting software such as Sage, Xero, or Quickbooks | **** |  | AF / I / R |
| Excellent oral and written communications skills | **** |  | AF / I / R |
| Knowledge of current administrative developments and best practice |  | **** | AF / I / R |
| Report writing skills |  | **** | AF / I / R |
| Knowledge and understanding of current policies and strategies that affect the Voluntary and Community Sector |  | **** | AF / I / R |
| **Personal Qualities** |  |  |  |
| Ability to organise, plan and prioritise on own initiative including when under pressure and meeting deadlines | **** |  | AF / I / R |
| Ability to work flexibly and enthusiastically within a team or individually as required | **** |  | AF / I / R |
| High level of interpersonal skills and the ability to work with a wide range of individuals including those at a senior and strategic level | **** |  | AF / I / R |
| Drive and resilience | **** |  | AF / I / R |
| Knowledge of and commitment to equal opportunities | **** |  | AF / I / R |
| Ability to demonstrate continuous improvement and self-development | **** |  | AF / I / R |
| **Personal circumstances** |  |  |  |
| Willing to work flexible hours when required to meet work demands, including occasional attendance at meetings outside normal working hours | **** |  | I |
| **Physical requirements** |  |  |  |
| Access to own transport and the ability to travel as part of the role |  | **** | I |

**Key:** AF = Application Form; I = Interview; R = Reference; T = Test; C = Certificate