

GROUNDWORK

CHANGING PLACES

CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: FINANCE OFFICER

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)					
			(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	Certificate
Education & Qualifications	1	Good standard of education to GCSE level C or equivalent, particularly in english and mathematics	E	*					
	2	In possession of or working towards AAT Intermediate Level	D	*					
Experience	1	Experience of working within a finance service provision	E	*	*				
	2	Experience of managing and processing grant claims and associated procedures	D	*	*				
	3	Expereince of running payroll for both weekly and monthly employees	E	*	*				
	4	Proven experience of developing and maintaining databases/spreadsheets to record, analyse and report financial data	E	*	*				

GROUNDWORK

CHANGING PLACES

CHANGING LIVES



Knowledge	1	Strong ICT skills and proficient in the use of Microsoft Excel and Sage 200	E	*	*				
Personal Skills	1	Excellent organisational skills to enable the provision of an effective and efficient financial service.	E	*	*				
	2	Able to demonstrate a high level of attention to detail	E	*	*				
	3	Committed to the provision and improvement of a quality service provision	E	*	*				
	4	Good communication skills (both written and verbal)	E	*	*				
	5	Ability to work on own initiative, taking responsibility for task delivery to time and maintaining accuracy, only referring matters upwards as necessary.	E	*	*				
	6	Professional, friendly and respectful approach	E	*	*				
	7	Ability to work effectively as part of a team	E	*	*				
	8	Ability to maintain confidentiality	E	*	*				
Additional Requirements	1	Prepared to undertake occasional work out of hours	D		*				
	2	A commitment to Equal Opportunities and Diversity in all work practices	E	*	*				

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



	3	Full Driving Licence	D	*					
	4	An appreciation and commitment to Health and Safety issues in the workplace	E	*	*				





