

## Person Specification

### Finance Admin Assistant

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE
<b>Education/Professional Qualifications</b>	<ul style="list-style-type: none"> <li>• Education to A- Level standard or above</li> </ul>	<ul style="list-style-type: none"> <li>• Administration or Finance qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>◆ At least two years experience in a finance or administration role</li> <li>◆ Using an accounting system or database</li> <li>◆ Financial record-keeping</li> <li>◆ Working with IT programs and software such as Microsoft Office, Excel, Word &amp; Outlook.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Further experience in a finance admin role</li> <li>◆ Working for a charity or non-profit organisation</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>◆ Excellent administration skills</li> <li>◆ Good numeracy skills with accuracy and attention to detail</li> <li>◆ Good communication skills via Teams and email, as well as handling telephone calls in a professional manner.</li> <li>◆ Discretion in the handling of sensitive and confidential information.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Use of Salesforce</li> <li>◆ Competency in Excel</li> <li>◆ Legacy administration</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>◆ Self motivated</li> <li>◆ Reliable</li> <li>◆ Able to work independently and as part of a team</li> <li>◆ Friendly and warm</li> <li>◆ Practicing Christian</li> </ul>	