



## Person Specification Finance Co-ordinator

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE
<b>Education/Professional Qualifications</b>	<ul style="list-style-type: none"> <li>◆ Part qualified or qualified Financial Management/ Book keeping qualification (minimum AAT level 3 or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>◆ ACCA/CIMA/CIPFA Degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>◆ Significant hands-on finance experience</li> <li>◆ Using an accounting system</li> <li>◆ Database inputting</li> <li>◆ General finance administration</li> <li>◆ Use of Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>◆ Work in charity sector (Finance)</li> <li>◆ Cross cultural experience</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>◆ Good book-keeping and accounting knowledge</li> <li>◆ Accounts preparation</li> <li>◆ Process VAT invoices</li> <li>◆ Accuracy and eye for detail</li> <li>◆ Excellent numeracy skills</li> <li>◆ Good communication –written &amp; verbal</li> <li>◆ Excellent organisational &amp; administrative skills</li> <li>◆ Good interpersonal skills</li> <li>◆ Work independently and as a team member</li> <li>◆ Able to assist the Finance Manager with ad hoc projects</li> <li>◆ Research skills</li> </ul>	<ul style="list-style-type: none"> <li>◆ Payroll skills</li> <li>◆ Liaison with independent examiners</li> <li>◆ Partial VAT experience</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>◆ Practicing Christian with a commitment to discipleship</li> <li>◆ Self-motivated</li> <li>◆ Reliable and honest</li> <li>◆ Good initiative</li> <li>◆ Friendly &amp; warm</li> <li>◆ Flexible/adaptable</li> </ul>	<ul style="list-style-type: none"> <li>◆ Commitment to world mission</li> <li>◆ Some understanding of cross cultural issues</li> </ul>