



## PERSON SPECIFICATION

### FINANCE ASSISTANT AGE UK PLYMOUTH

Requirements	Essential	Desirable	How Demonstrated
Education and Training	<ul style="list-style-type: none"> <li>AAT Level 2, working towards or equivalent experience</li> </ul>		Application form
Knowledge and Understanding	<ul style="list-style-type: none"> <li>Practical experience using computerised accounts <b>particularly Sage 50 Accounts</b></li> <li>Working knowledge of Microsoft Office</li> <li>An understanding of Financial and Administrative procedures</li> <li>Experience of banking and handling money</li> </ul>	<ul style="list-style-type: none"> <li>2 years experience in similar role</li> <li>Booking keeping or accounts qualification</li> </ul>	Application form  Interview
Skills/Abilities	<ul style="list-style-type: none"> <li>Proficient in the use of excel</li> <li>Good verbal and written communication with clients and staff, maintaining effective working relationships</li> <li>Accurate work with excellent attention to detail</li> <li>Able to learn new procedures quickly</li> <li>An ability to prioritise and organise work</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Charity log software</li> <li>Experience in dealing with older or vulnerable people</li> <li>Driving licence and availability of a vehicle for work purposes</li> </ul>	Application form  Interview
Attitude and Approach	<ul style="list-style-type: none"> <li>Strong team player with a friendly personality</li> <li>Self-motivated with an ability to use own initiative</li> <li>Flexible and adaptable to the needs of the organisation and team</li> <li>Outcomes focussed approach</li> </ul>	<ul style="list-style-type: none"> <li>Understanding and willingness to work with the ethos of Voluntary Organisation</li> </ul>	Application form  Interview
Other Relevant Factors	<ul style="list-style-type: none"> <li>DBS disclosure required if successfully appointed</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working for a Charity</li> </ul>	Application form