

AGE UK SOLIHULL

PERSON SPECIFICATION

Job Title: Finance Assistant

| Essential | Desirable |
|---|---|
| <i>Experience</i> | |
| <ul style="list-style-type: none">Evidence of interest in bookkeeping and accounting | <ul style="list-style-type: none">Some experience of bookkeeping and accounting |
| <i>Skills/Abilities/Knowledge</i> | |
| <ul style="list-style-type: none">Honest, trustworthy and respectful of confidentialityAccurate and attentive to detailConfident in communicating with colleagues and third partiesExperience in using Microsoft Excel, Word, OneDrive, Gmail or similar | <ul style="list-style-type: none">Experience of working in an administrative roleExperience in using Sage 50 accounting software or similar |
| <i>Education and Training</i> | |
| <ul style="list-style-type: none">A minimum of 5 GCSE's including Maths and English | <ul style="list-style-type: none">A bookkeeping or accounting qualification, or studying towardsEvidence of training undertaken in bookkeeping or accounting |
| <i>Legal Requirements</i> | |
| <ul style="list-style-type: none">There are no legal requirements attached to this post | |
| <i>Other Requirements</i> | |
| <ul style="list-style-type: none">Ability to work unsupervised and to deadlinesAbility to work as part of a team | <ul style="list-style-type: none">Some flexibility of working hours at certain times of year to meet deadlines |