



PERSON SPECIFICATION

Job Title: Finance Officer
Responsible to: Director of Finance

Skills and Competencies	Essential	Desirable
Experience of using and inputting into financial accounting, payroll and CRM software packages	✓	
Financial accounting qualification or working towards a qualification in bookkeeping or accountancy such as ACCA, CIMA (evidenced significant experience may be acceptable)	✓	
Excellent attention to detail and accuracy	✓	
Experience and competency in the use of Microsoft 365, Outlook, Microsoft Word and Microsoft Excel	✓	
Excellent communication and interpersonal skills and a willingness to stand firm to ensure financial integrity and accuracy	✓	
Ability to independently prepare and co-ordinate work to strict deadlines and under pressure	✓	
Ability to work both independently and as part of a team, to be proactive, self-motivated and determined	✓	
Previous experience within a charity, community or foundation environment.		✓
Experience of 'myfundaccounting' (Finance Coordinator) and/or Iris Payroll. Experience of eTapestry or another CRM		✓
Awareness of the importance of confidentiality	✓	
A flexible approach to working as part of a wider team, willingness to develop role as the charity expands	✓	

Other Requirements

You will be required to have a current Enhanced DBS check for this role.