

FINANCE ASSISTANT

PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Educational Qualifications	Educated to GCSE standard or equivalent including English and Mathematics (at Grade C or above).	
Professional/Technical Qualifications	Commitment to Continuing Professional Development	A finance or book-keeping qualification.
Experience and Job Knowledge	<p>An experienced bookkeeper, used to operating SAGE financial software.</p> <p>Demonstrable experience of invoice processing, receipt management, cash handling and credit control.</p> <p>Extensive experience of managing processes in a financial context.</p> <p>Excellent computer skills with proven knowledge of Word, Excel and Outlook.</p> <p>Experience of operating an effective filing and retrieval system.</p> <p>Experience of running payroll for more than one entity</p> <p>Comfortable with remote working and use of video communications on a daily basis</p>	
Skills and Competencies	<p>Able to demonstrate accuracy and attention to detail.</p> <p>Confident communicator, both orally and in writing and able to deal with enquiries made in person.</p> <p>Excellent organisational skills.</p>	The ability to speak Welsh.

	<p>Excellent time management skills and an ability to prioritise own workload maximising productivity.</p> <p>Ability to work on own initiative, exercise good judgement and make appropriate decisions.</p> <p>Ability to maintain complete confidentiality and an awareness of the importance of this aspect of work.</p>	
Personal Qualities	<p>A strong work ethic, operating to high personal standards of accuracy and demonstrating a commitment to the role.</p> <p>Customer focused, with an approachable personality and the ability to communicate at all levels.</p> <p>Team player</p> <p>Calm under pressure and resilient in the face of setbacks</p>	An empathy and understanding with the Christian ethos of the organisation.
Special Circumstances (if any)	<p>A flexible attitude towards work.</p> <p>The ability and willingness to work outside of normal working hours, where this might occasionally be required.</p>	The ability to drive and access to a vehicle for occasional use.