



APPOINTMENT OF FINANCE ASSISTANT

PERSON SPECIFICATION

CHARACTERISTICS	ESSENTIAL/ MINIMUM	DESIRABLE
QUALIFICATIONS	Good level of general education	AAT part qualification or qualified by experience
	Maths GCSE or equivalent	
EXPERIENCE/ KNOWLEDGE	Previous accounting experience including use of accounting packages	Experience of Sage 50 Accounts
	General experience of office routines	Experience of working within the charity sector
	Proficient IT knowledge including Microsoft Office, with experience in the use of MS Word and MS Excel	
	Accuracy in carrying out routine tasks with good attention to detail	
	Accurate data entry skills	
	Good organisational skills and the ability to work to deadlines and under pressure at busy times	
	Flexibility to work with a variety of staff and volunteers	
PERSONAL ATTRIBUTES	Ability to work independently and as part of a small team	Working in a dispersed team
	Ability to use own initiative	
	Excellent communication skills (written and oral)	An interest in nature's recovery