

PERSON SPECIFICATION

Job Title: Business & Finance Administrator

Location: Head Office

Review Date: September 2016

Knowledge and Qualifications:

	E	D	Method of Assessment
<ul style="list-style-type: none"> • Possession of Bookkeeping qualification or evidence of continuous professional development whilst employed in a relevant role 	✓		A/I
<ul style="list-style-type: none"> • NVQ or Equivalent in Business Administration or be willing to work towards this. 	✓		A/I
<ul style="list-style-type: none"> • Excellent knowledge of accounting practice and procedures including double entry bookkeeping and reconciliation. 	✓		A/I
<ul style="list-style-type: none"> • Computer literate with sound knowledge of a range of Microsoft Office software packages including Word, Excel and Outlook. 	✓		A/I
<ul style="list-style-type: none"> • Knowledge of regulatory bodies and statutory requirements operating within the Charity sector 		✓	A/I
<ul style="list-style-type: none"> • Understanding of charity accounting, auditing and reporting processes and procedures. 		✓	A/I

Recent & Relevant Experience:

	E	D	Method of Assessment
<ul style="list-style-type: none"> • Experience of using TAS accounting software or a current working knowledge of another similar accounting package such as SAGE. 	✓		A/I
<ul style="list-style-type: none"> • Experience of planning and managing own workload 	✓		A/I
<ul style="list-style-type: none"> • Experience of working in an office environment. 	✓		A/I
<ul style="list-style-type: none"> • Experience of liaising with partner agencies, contractors, service users and stakeholders. 	✓		A/I
<ul style="list-style-type: none"> • A good understanding of Social Media platforms including Twitter, Facebook and LinkedIn and be able to utilise these to develop the business. 	✓		A/I
<ul style="list-style-type: none"> • Experience of using MS Office packages including Word and Excel 	✓		A/I
<ul style="list-style-type: none"> • Experience of using E-mail packages such as Outlook, Windows Live and the ability to manage multiple accounts. 	✓		A/I
<ul style="list-style-type: none"> • Experience of working pro-actively as part of a team. 	✓		A/I
<ul style="list-style-type: none"> • Experience of dealing with clients 	✓		A/I
<ul style="list-style-type: none"> • Experience of handling difficult clients and situations. 		✓	A/I

Skills & Competencies:

	E	D	Method of Assessment
<ul style="list-style-type: none"> • Be highly numerate, have excellent attention to detail and a methodical approach. • Ability to input/maintain and retrieve information in an accurate and timely manner. • Flexibility and an ability to work independently and to set priorities for own work. • Excellent organisational skills and the ability to work to tight deadlines. • Analytical thinking, accurate and methodical in dealing with data processing, systems and figures. • Ability to problem solve. • Ability to communicate effectively; both verbally and in writing, being clear and communicating with a range of people • Ability to focus on customer needs and to deliver exceptional customer service 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>A/I</p> <p>I</p>

Other:

	E	D	Method of Assessment
<ul style="list-style-type: none"> • A good understanding of the importance of confidentiality, anti-discriminatory practice and health and safety procedure and their application in practice. • Willingness to carry out the policies and procedures of WAIL and to work to agreed guidelines and codes of conduct. • An understanding of domestic violence and demonstrable commitment to women's, children's and young people's rights and WAIL's vision and values. 	<p>✓</p> <p>✓</p> <p>✓</p>		<p>I</p> <p>I</p> <p>I</p>

Key –

[E] = Essential Criteria

[D] = Desirable Criteria

Method of Assessment

[A] = Application (Form or CV) [I] = Interview

[T] = Psychometric or other Tests