**PERSON SPECIFICATION**

**Essential:** To be successful a candidate must show that they have all these attributes

**Desirable:** These attributes are ‘desirable’ and candidates showing that they have these will be at an advantage

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| **Experience** |

**Essential**

* Minimum of 2 Years’ Experience in a finance administration role
* At least 5 good GCSEs. (including Maths and English at grade C or above) or equivalent
* Experience of financial processing
* Regular use of databases to maintain accurate records
* Experience of working in a busy office environment with high volumes of work

**Desirable**

* Educated to A level/NVQ3 or able to demonstrate equivalent professional experience/ appropriate experience in a related role
* Experience of processing financial transactions and exporting financial information into other software
* Experience of preparing information for audit
* Experience of handling and banking cash
* Experience of providing administrative support to grant-making functions

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| **Knowledge & Skills** |

**Essential**

* Good level of IT competence and fluency with the MS Office suite, particularly in creating and updating MS Excel spreadsheets
* A sound knowledge of income/expenditure processes and procedures.
* Proficient at following instruction and carrying out routine and complex tasks accurately, systematically and reliable
* Ability to investigate and interpret financial queries and data to explain variances.
* Able to listen and deal with internal and external finance queries
* Strong administrative and workload management skills.
* Organised and methodical approach to record keeping.
* Good communication skills and an ability to compose clear and concise e-mails.

**Desirable**

* Intermediate level Microsoft Word and Excel
* Knowledge of Access Dimensions
* Knowledge of Transaction Broker
* Familiarity with using a CRM system (especially Salesforce)
* An understanding of fundraising and/or grant making processes.
* Some knowledge of the principles of working within the Charity sector
* Understanding of charity governance requirements
* Some knowledge of working within health or within an NHS hospital environment would be an advantage

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| **Personal Attributes** |

**Essential**

* Confidence to establish effective and professional relationships with colleagues , suppliers and Trust staff at all levels
* Able to approach problems and articulate guidance to staff at all levels with Confidence
* Able to cope with frequent interruptions e.g. telephone calls and individuals asking questions
* Good problem-solving skills,
* Good interpersonal and team working skills, with an ability to work independently
* Self-motivated with the ability to work on own initiative, using agreed procedures
* Ability to manage multiple tasks and competing demands with minimum supervision, but with advice available when required
* Willing to pick up new things and able to learn from mistakes
* Friendly and approachable personality
* Proven ability to maintain resilience and optimism in the face of challenges, changing priorities and circumstances

**Desirable**

* Experience of talking to people who have experienced serious illness or bereavement