

Person Specification:

The successful candidates will meet all of the following criteria. The selection panel will assess candidates against these criteria.

Experience, Skills and Knowledge required			Essential or Desirable
Experience	1.	Industry standard double entry accounting software (preferably QuickBooks) in managing all aspects of finances in a small to medium scale organisation, including payroll provision and pensions	E
	2.	Experience of producing regular detailed management accounts (including balance sheet and cash flow analysis), financial reports, budget setting and working with external auditors to produce annual audit	E
	3.	Experience of invoicing and credit control	D
	4.	Experience of managing office IT networks (software, hardware and web-based systems)	E
	5.	Experience of running the day to day office requirements and ability to plan ahead/anticipate organisational requirements (including aspects like insurance)	E
	6.	Experience of negotiating terms for purchase or supply of equipment and services	D
	7.	Experience in using Excel at an advanced level (e.g. Pivot tables, macros and advanced formulas)	E
	8.	Experience of administering, or good knowledge of, a CRM database	E
	9.	Experience of administering HR records	D
	10.	Accountancy qualification or part-qualification e.g. CIMA, ACCA, ACA	E
Skills & Abilities	11.	Ability to be largely self-servicing in a busy environment where priorities might change at short notice, and to manage, plan and prioritise workloads effectively	E
	12.	To communicate effectively at all levels of an organisation (including Board level) and with external stakeholders in the non-profit, commercial and statutory sectors	E
	13.	Ability to support a Chief Executive and staff team effectively	E
	14.	To effectively organise internal and external events and activities	E
	15.	Flexible working style and able to meet the varying demands of a busy office	E
Knowledge & Understanding	16.	Knowledge of HMRC including PAYE, Gift Aid filing of returns and managing related reporting forms/paperwork	D
	17.	Understanding of SORP 2005 and ongoing compliance	D
	18.	Knowledge of ICT office requirements such as software compliance, disaster recovery and telecoms	D
	19.	Knowledge of the current regulations connected to operating a safe working environment e.g. Health and Safety legislation	D
	20.	Knowledge of current Employment law	D
	21.	A commitment to and understanding of equal opportunities practice, diversity and regional difference	E
	22.	Knowledge of Charity Law	D
	23.	A commitment to the Not for Profit sector	E