



Finance Administrator – Person Specification

Attributes	Details		How Identified
Qualifications:	<ul style="list-style-type: none"> AAT or equivalent and appropriate accounting experience 	Essential	Application
Experience:	<ul style="list-style-type: none"> At least two years' recent experience in a financial accounting role. Excellent IT skills, with a working knowledge of Microsoft Office Excel and Word and Sage Accounting. Working in the voluntary or community sector. Worked with preparation of accounts including liaison with auditors 	Desirable Essential Desirable Desirable	Application Interview
Personal Commitment:	<ul style="list-style-type: none"> Candidates should be able to commit themselves to active support for the aims and ethos of Communityworks. 	Essential	Application Interview
Professional Competencies:	<p>Demonstrates the personal commitment and qualities required for financial management:</p> <ul style="list-style-type: none"> Takes part in available financial training and other chances to develop knowledge, skills and understanding. Excellent written and verbal communication skills with a professional and methodical approach to work. Ability to work to deadlines. Ability to work on ones own initiative and as part of a team. 	Essential Essential Essential Essential	Application Interview References
	<p>Has a clear understanding of the framework of financial control:</p> <ul style="list-style-type: none"> Follows good financial practice within statutory and local requirements as set out in financial regulations and procedures. Has an understanding of own and others' roles and contributions in relation to the financial management structure. Experience of preparing financial procedures. 	Essential Desirable	Application Interview References