**Person Specification …Finance Administrator**

1. **Qualifications and Training**

**Essential:**

**Desirable:**

* Administration related training/qualifications
* Accountancy /Audit/ Book keeping training/qualifications.

2**. Experience**

**Essential:**

* Financial management and administration
* Working knowledge of office management systems and procedures including proficiency in MS Office (MS Excel and MS Word in particular) and MS Outlook

**Desirable:**

. Preparation activity for audit

3. **Skills:**

**Essential:**

**.** Outstanding communication and interpersonal skills

* Excellent organisational skills and the ability to prioritise work
* Excellent verbal and written communication skills
* Attention to detail and problem solving skills

**Desirable:**

4**. Attributes:**

**Essential:**

* Self Motivated
* Self disciplined
* Ability to work alone without direct management
* Flexibility
* Resilience

**Desirable:**

* Thrives in a busy environment
* The ability to thrive in a challenging environment and under pressure

**5. Other:**

**Essential:**

* Access to transport
* Ability to separate work from home life

**Desirable:**

May 2018