BARNET MENCAP PERSON SPECIFICATION

JOB TITLE: **Finance Officer** LOCATION: 35 Hendon Lane

HOURS OF WORK: 28 hours per week

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| POST REQUIREMENTS/CRITERIA | ESSENTIAL/DESIRABLE |  | ASSESSED FROMAPPLICATION /INTERVIEW/TEST |
| EXPERIENCE RELEVANT TO POST | E | Experience of working in Administration | A/I |
| SKILLS & ABILITIES/SPECIAL APTITUDES | EEDEEEED | Able to produce accurate and accessible financial data, including budgetsAbility to manage accounting and payroll systemsKnowledge of Sage Payroll and AccountsThorough knowledge of Microsoft software (Word and Excel) Good organisational skillsAble to work in team environmentExcellent communication and inter-personal skillsPartly qualified accountant or accountant technician |  A/IA/I A/IA/I/Test  A/I  A/IA/IA/I |
| KNOWLEDGE RELEVANT TO JOB: | D | Awareness of issues relating to learning disabilities and autistic people | A/I |
| EDUCATION | EE | A high standard of literacyA high standard of numeracy | A/IA/I/Test |
| TRAINING | E | To undertake relevant training as required | A/I |
| SPECIAL JOB REQUIREMENTS | EEE | Availability to work flexiblyTo be proactive and manage change in a very busy office environmentTo supervise the Business Support Officer | A/IA/IA/I |
| EQUALITY, DIVERSITY and INCLUSION | E | To actively promote equality, diversity and inclusion | A/I |

The information on this form will be the basis on which applications will be shortlisted.

All applicants with a disability who meet the essential criteria will be shortlisted/invited for interview.

 Employment/person specification/finace officer May 2024