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 FROM  APPLICATION /INTERVIEW/  TEST |
| EXPERIENCE RELEVANT TO POST | E | Experience of working in Administration | A/I |
| SKILLS & ABILITIES/  SPECIAL APTITUDES | E  E  D  E    E  E  E  D | Able to produce accurate and accessible financial data, including budgets  Ability to manage accounting and payroll systems  Knowledge of Sage Payroll and Accounts  Thorough knowledge of Microsoft software (Word and Excel)  Good organisational skills  Able to work in team environment  Excellent communication and inter-personal skills  Partly qualified accountant or accountant technician | A/I  A/I  A/I  A/I/Test      A/I    A/I  A/I  A/I |
| KNOWLEDGE RELEVANT TO JOB: | D | Awareness of issues relating to learning disabilities and autistic people | A/I |
| EDUCATION | E  E | A high standard of literacyA high standard of numeracy | A/I  A/I/Test |
| TRAINING | E | To undertake relevant training as required | A/I |
| SPECIAL JOB REQUIREMENTS | E  E  E | Availability to work flexibly  To be proactive and manage change in a very busy office environment  To supervise the Business Support Officer | A/I  A/I  A/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