



PERSON SPECIFICATION

JOB TITLE: Finance Assistant

RESPONSIBLE TO: Accountant

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EXPERIENCE	Minimum 3 years in accounting environment	SAGE Line 50 Automated banking / BACS Charity or Not for Profit sector	Application Interview References
QUALIFICATIONS	Good general level of education. Numerate & literate including IT	Accounts qualification (e.g. AAT NVQ)	Application Interview References
KNOWLEDGE	Microsoft Office (Excel; Word; Outlook etc) applications Working knowledge of financial procedures	Role of the Hospice within the community Fundraising databases and Gift Aid	Application Interview References
SKILLS/ COMPETENCE & ATTITUDE	Ability to work under pressure Good organisational & communication Accuracy and able to work methodically Confident manner & ability to communicate with internal and external contacts Interpret and produce standard statistical reports	Able to work with a multi professional team	Application Interview References
OTHER		Able to be flexible with working hours	Application Interview

DATE PREPARED: April 2008