

## Person Specification – Community Accountant and Assistant Finance Manager

Detailed below are the type of skills, experience and knowledge that are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements and candidates lacking these attributes will not be considered for the post.

The points detailed under “Desirable” are additional attributes to enable the applicant to perform within the post more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

Personal skills/characteristics	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Experience of working in a finance environment that demonstrates competency to effectively perform the duties of the post	✓		AF / I / R
Experience of working with organisations on financial management, practice and procedures	✓		AF / I / R
Experience of computerised accounting packages such as Quickbooks and Sage, and other IT packages such as MS Word and Excel	✓		AF / I / R
Experience of accounting and bookkeeping to include preparation of full accrual and receipts and payment accounts and examinations or audits	✓		AF / I / R
Experience of financial planning, forecasting and modelling	✓		AF / I / R
Experience of the public, community or voluntary sector		✓	AF / I / R
Experience of charitable organisations’ regulations		✓	AF / I / R
Experience of identifying training needs and providing training in one-to-one and group settings		✓	AF / I / R
Experience of operating a computerised patrol system over an annual cycle including year-end work		✓	AF / I / R
<b>Qualifications and Training</b>			
AAT or equivalent (active membership essential)	✓		AF / C
Ability to demonstrate continuous improvement and self-development.	✓		AF / I / R
<b>Special skills/knowledge</b>			
Ability to utilise financial accounting and spreadsheet software	✓		AF / I / R

Good accounting and bookkeeping skills	✓		AF / I / R
An understanding of the key elements of sound financial management and an ability to evaluate and improve systems	✓		AF / I / R
Knowledge and awareness of the voluntary and community sector, charity and social enterprise accounting requirements and law		✓	AF / I / R
Ability to develop an income generation plan to sustain the Financial Services		✓	AF / I / R
<b>Personal Qualities</b>			
Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines	✓		AF / I / R
High level of written and oral communication skills	✓		AF / I / R
Influencing skills	✓		AF / I / R
Ability to work flexibly and enthusiastically within a team or on own initiative	✓		AF / I / R
Drive and resilience	✓		AF / I / R
Knowledge of and commitment to equal opportunities.	✓		AF / I / R
<b>Personal circumstances</b>			
Willingness to work flexible hours when required to meet work demands.	✓		AF / I
Occasional attendance at meetings outside normal working hours.	✓		AF / I
<b>Physical requirements</b>			
Ability to travel to various locations during the course of employment as required.		✓	I

**Key:** AF = Application Form; I = Interview; R = Reference; T = Test; C = Certificate