

WomenCentre Ltd Person Specification

Finance and Systems Worker

Scale 5 points 22-25 £20,661 - £22,658 (pro rata) 24 hours per week

	Essential or Desirable	How Identified A - application form I - interview
<p><u>Qualifications</u> Very good standard of education and educated to at least level 3 (A Level or equivalent) or proven ability to learn at this level</p>	Essential	A/I
<p>Level 2 certificate in bookkeeping such as AAT Level 2 in bookkeeping or OCR Level 2 certificate in bookkeeping or equivalent by experience.</p>	Essential	A/I
<p>AAT (Association of Accounting technicians or CAT (ACCA) (Certified accounting technician scheme) or willingness to undertake study.</p>	Desirable	A/I
<p><u>Work Related Experience</u></p>		
<p>A minimum of 2 years experience in a finance office</p>	Essential	A/I
<p>Experience of processing payments through a purchase ledger or of keeping a sales ledger</p>	Essential	A/I
<p>Experience of using a computerised accounts system such as Quickbooks/Sage</p>	Essential	A/I
<p>Experience of using Excel spreadsheets to produce management information</p>	Essential	A/I
<p>Experience of managing administrative and information systems including data collection, input and reporting</p>	Essential	A/I
<p>Experience and knowledge of using databases (e.g. Microsoft Access) and related software to produce management reports.</p>	Essential	A/I

WomenCentre Ltd Person Specification

<u>Personal and job related skills and attitudes</u>		
An understanding of financial processes such as reconciliation procedures, authorisation procedures, use of control accounts	Essential	A/I
An understanding of payroll including SMP, SSP, Pensions administration	Essential	A/I
Excellent numeracy and IT skills including advanced use of Microsoft Office Packages (Excel, Access, email (Outlook), PDF, Internet based applications	Essential	A/I
Good organisational & record keeping skills	Essential	A/I
Pro-active and confident communicator with excellent interpersonal skills and the ability to build positive and supportive working relationships	Essential	A/I
An effective team member who is also able to work independently and on own initiative as well as in team setting	Essential	A/I
Demonstrate ability to manage own workload, prioritise responsively depending on services demands and work with strict deadlines	Essential	A/I
Flexible approach to change, is open to new ideas and participates in change processes and remains positive despite setbacks, changes and ambiguities	Essential	A/I
Commitment to the aims and objectives of WomenCentre	Essential	A/I
Understanding of confidentiality	Essential	A/I
Honesty and reliability	Essential	A/I
Ability and willingness to undertake further training.	Essential	