

Finance & Administrative Officer

Person Specification

Key	
Skills (SK) E = Essential D = Desirable	Assessed By (AsBy) AF = Application From I = Interview P = Presentation

This person specification serves as the selection criteria for the post. The more of the criteria that you demonstrate you can meet in your application, the greater the likelihood of you being invited to interview. In answering the questions on the application form, explain how you meet these criteria.

Experience:	SK	AsBy
Experience in bookkeeping or financial administration.	E	AF/I
Experience using finance applications such as Sage.	E	AF/I
Experience working in a charity, health, or community-based setting.	D	AF/I
Familiarity with CRM systems or databases.	D	AF/I
Skills	SK	AsBy
Strong administrative and organisational skills.	E	AF/I
Proficient in Microsoft Office and general IT systems.	E	AF
Ability to communicate effectively and appropriately with a wide range of people and organisations	E	AF/I
Ability to work independently, using your own initiative	E	I
Excellent organisational and time management skills to manage multiple priorities, including appointments, supporting people access the service, and reporting	E	AF/I
Knowledge and understanding	SK	AsBy
Knowledge of data protection and GDPR.	E	AF/I

Familiarity with safeguarding policies and practices, particularly in health and support services	D	AF/I
Personal attributes and approach	SK	AsBy
A commitment to improving your own knowledge and skills	E	AF/I
A commitment to confidentiality and safeguarding	E	I
A commitment to Trade's mission, vision, and values	E	AF/I
A commitment to equality, diversity and inclusion when working with patients, volunteers, and the wider organisational/project team	E	AF/I