

Finance Administrator

Job Description and Person Specification

Person Specification – Job Role		
Skill / Experience	Essential (E) Desirable (D)	Evidence Application Form (A) Interview (I) References (R)
Experience in an administration role	E	A / I / R
Effective organisational and time management skills and a strong attention to detail	E	A / I
Effective verbal communication skills	E	A / I
An understanding of finance functions	D	A / I / R
Willingness to learn	E	A / I / R
A proactive approach to working towards deadlines	E	A / I / R
Ability to follow instructions	E	A / I
Ability to work well as part of a team and use own initiative	E	A / I
Excellent time keeping and attendance	E	A / I
An understanding of data protection, information sharing and confidentiality	E	A / I
Experience of working with numbers / sensitive data	D	A / I
Experience of working within a Charity or school environment	D	A / I
Finance / Administration or similar qualification	D	A

This job description should be read in conjunction with the person specification. It is not a comprehensive list and you may be required to carry out additional tasks from time to time.
The job descriptions are reviewed annually in line with business needs and so the scope of the job may change, this will be discussed with you as part of your annual appraisal