

**Finance Assistant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Assessed** |
| **Qualifications/**  **Experience** | Maths and English GCSE at grades C or above (or equivalent qualification).  At least two years’ accounting experience, or AAT qualification, or working towards an equivalent professional qualification. | Experience of working in voluntary sector.  Evidence of continuous professional development.  AAT qualifications or equivalent | Application/interview |
| **Skills and Abilities** | Highly developed skills in spreadsheets.  General IT competence, including word-processing, and databases.  Competent in use of Microsoft Outlook as an organisation tool.  Very well organised, able to prioritise and plan own work and work to meet strict deadlines.  High degree of accuracy, and the ability to analyse data.  Ability to work on own initiative by checking accuracy of work undertaken.  Excellent verbal and written communication skills.  Ability to work as part of a team.  Can deal with sensitive and confidential information securely. | Experience of financial packages eg Sage  Experience of Payroll | Application/Interview |
| **Knowledge** | Understanding of, and demonstrable commitment to, ensuring equal opportunity.  An understanding of Equality and Diversity duties in the workplace.  Knowledge and understanding of safeguarding issues. |  | Application/Interview |
| **Values and Personal attributes** | A commitment to Gaddum Centre values.  A commitment to equality and diversity.  A non-judgemental attitude.  The post holder must display integrity, honesty and good judgement. | Knowledge of Gaddum Centre and its services. | Application/Interview |
| **Other Requirements** | Ability to travel independently throughout Greater Manchester.  Flexible approach to working hours |  | Application/Interview |