|  | **ESSENTIAL** | | **DESIRABLE** | **ASSESSED** | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Education/**  **Qualifications** | * Degree or comparable vocational qualification or demonstrable equivalent experience. * GCSE Maths & English minimum Grade C * Financial qualification | | * Qualification in Management or Administration or relevant discipline Financial qualification | CV | | |
| **Experience** | * Management of an office function/finance team * Extensive experience of book keeping/budget settings/ financial procedures * Experience of working with a management team * Demonstrable experience of ICT systems & computer literate * Competent in spreadsheets & database development for reporting and analysis * Preparation for annual accounts/audit * Experience of risk management /corporate & commercial governance | * Experience of business support services e.g. * Experience as a company secretary * Previous work on or with Board of Trustees * Voluntary sector working * Use of SAGE system | | | Application/CV  /Interview |
| **Skills/ Attributes** | * Ability to lead, motivate & develop a team * Excellent interpersonal/ communication skills * Preparation of analysis, reports and presentations * Ability to prioritise and work to deadlines * Solution and outcome focussed * Development and operation of effective operating systems & processes | * Importance of client/customer focus * Flexible & adaptable approach to working environment * Ability to work on own initiative. | | |  |
| **Attitudes & Values** | * Committed to equality & diversity * Committed to the values of Gaddum Centre * Non – judgmental attitude * A flexible & positive work ethic | | Knowledge of Gaddum Centre |  | | |
| **Other** | Flexible working to suit needs of organisation and role | | Ability to travel throughout Greater Manchester to meet the needs of the job |  | | |