|  | **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.
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| **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 |  |