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| St. Augustine’s Centre Halifax*Person Specification**Measured by:**A = Application**I = Interview* | Finance & Office Manager | SquareLogo.jpg |
| Attribute | Essential | Desirable |
| **Areas of** **Experience** | Proven track record of relevant previous experience in a finance-related role (A, I)Minimum three years’ experience of working in a busy office environment with a variety of responsibilities (A, I)Experience of running financial systems and procedures (A, I) | Experience of working in a charitable / not-for-profit organisation. (A)Experience of community involvement (A, I) |
| **Knowledge, Skills** **and Abilities** | Excellent IT skills - Microsoft Office, Sage Payroll and QuickBooks (A, I)GCSE grade ‘C’ (or equivalent) in Maths and English LanguageGood inter-personal skills with the ability to engage with others (A, I)Organisational skills: planning, ability to prioritise tasks, attention to detailAbility to develop and maintain working relationshipsSound knowledge of administration and financial management (A, I)Ability to work to deadlines (A, I)An interest in poverty and injustice including the issues facing refugees, asylum seekers and EU migrants (A, I) | Knowledge of charity / voluntary sector. (A, I)Professional qualification (or be part-qualified) in accounting or book-keeping (A, I)Knowledge of the Centre – what the charity does, who it helps and how it does it (I) |
| **Personal** **Qualities** | Approachable, flexible, patient, committed, reliable, an open communicator (A, I)Embracing of the teamwork ethic (I)Understanding of the stakeholders and beneficiaries of the Centre (A, I)Supportive of the four core values and ethos of St. Augustine’s Centre (A, I) | Enthusiasm (I) |