

<b>Finance Officer</b>			
	<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
1.	A suitable accounting technician qualification commensurate with the role or significant experience in a similar role.	✓	
2.	Proficient working knowledge of Sage line 50 Accounting and Payroll Software		✓
3.	Experience of working with and managing staff and volunteers		✓
4.	Excellent communication skills particularly with non-finance personnel and volunteers	✓	
5.	Ability to work to the highest professional standards of work and accuracy	✓	
6.	Knowledge of spreadsheet modelling and the ability to interpret non-finance personnel's needs to provide solutions	✓	
7.	Experience of planning and budgeting	✓	
8.	Used to working in a fast-moving environment providing accurate and timely information to a high standard	✓	
9.	Administrative and IT skills particularly using payroll programme software	✓	
10.	The ability to participate positively in a creative team	✓	
11.	Good communication skills presenting a confident and professional image	✓	