



Finance Coordinator

| Person Specification | Method of assessment |
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| <p>Qualifications</p> <ul style="list-style-type: none"> • Educated to GCSE level or equivalent - Essential • AAT level 2 qualified or qualified by experience or equivalent - Essential | <p>Certificates and interview</p> |
| <p>Knowledge & Experience</p> <ul style="list-style-type: none"> • At least two years bookkeeping experience -Essential • Basic knowledge of double entry, credit control and trial balances - Essential • Experience of using computerised financial systems (Xero, Sage) as well as Microsoft Office (Word, Excel, Outlook) - Essential • Demonstrable experience of communicating with non-financial managers -Essential • Ability to manage time in accordance with business needs and monthly/quarterly reporting cycles -Essential • Excellent numerical, written and verbal skills -Essential | <p>Application and interview</p> |



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| <p>Values and behaviours</p> <ul style="list-style-type: none">• The highest levels of integrity, honesty and the ability to maintain the highest levels of confidentiality – Essential• Listens, involves, respects and learns from the contribution of others - Essential• Uses evidence to make improvements, seeks out innovation - Essential• Actively develops themselves and others - Essential• Demonstrable commitment to partnership working with a range of external organisation - Essential | <p>Application and interview</p> |
| <p>Additional Factors</p> <ul style="list-style-type: none">• Acts professionally and with integrity at all times• Honest, respectful and professional in all interactions• Driving Licence and use of own car• Able to work flexibly and agilely to meet the needs of the business | <p>Application and interview</p> |