

HEALTH FOR ALL (LEEDS) LTD

FINANCE OFFICER PERSON SPECIFICATION

	Essential	Desirable	Shown by
Qualification	<ul style="list-style-type: none"> • Good general level of education. Educated to GCSE standard, 5 passes Grade C or above or equivalent (including Maths and English) 	<ul style="list-style-type: none"> • AAT (Association of Accounting Technicians) Level 4 or equivalent 	Application Form / Interview
Skills	<ul style="list-style-type: none"> • Accounting, booking keeping and budgeting skills. • Excellent organisational skills. • Excellent communication, interpersonal and literacy skills. • Good level of IT skills. • Skills in recording information with good attention to detail. 		
Ability	<ul style="list-style-type: none"> • A proven ability to establish and maintain effective financial systems, record keeping and controls. • The ability to maintain office filling systems. • Ability to work with a wide range of individuals. • A proven ability to work well in a team. • The ability to prioritise own workload. • A proven ability to work under pressure to strict deadlines. • The ability to present financial information in a clear, unbiased and straightforward manner. 	<ul style="list-style-type: none"> • Ability to use various accountancy packages. 	

	<ul style="list-style-type: none"> • Ability to handle sensitive information and maintain confidentiality at all times. 		
Experience	<ul style="list-style-type: none"> • Minimum of 2 years' experience working in a finance role in an office environment. • Experience of manual and computerised accounts. • Experience of QuickBooks online or similar accounting package. • Proven experience of ensuring that financial procedures are adhered to. • Experience of working on Excel spreadsheets. 	<ul style="list-style-type: none"> • Experience of collecting, collating and completing monitoring information for grants and contracts. • Experience of Charity accounting including restricted and unrestricted project accounting. • Experience of European-funded project reporting. 	
Knowledge	<ul style="list-style-type: none"> • Working knowledge of QuickBooks or similar accounting package. • Understanding of financial controls and setting of budgets. • Knowledge of VAT returns • Good working knowledge of Microsoft Office packages including email and internet. 	<ul style="list-style-type: none"> • Knowledge of charity accounting practices. 	
Attitudes and Personal Attributes	<ul style="list-style-type: none"> • Responsive & Supportive. • Non-judgemental. • Reliable & Trustworthy. • Self-motivated • Commitment to working in ways which challenge discrimination. 		