**Expect Ltd.**

**Person Specification**

**Finance Officer**

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| **Qualities** | **Essential** | **Desirable** | **Assessment Criteria** |
| **Education** | Completed AAT Level 2 | Working towards AAT Level 3 | Application form, interview |
| **Experience** | Experience of working in a finance role | Experience of working for a charity or other not for profit entity. | Application form,  Application Form |
| **Skills** | Excellent organisational skills, able to handle multiple tasks and meet deadlines.  Excellent time management skills and the ability to remain calm and focussed under pressure.  Knowledge and experience of using Sage 50 accounts  Knowledge and experience of using other ICT including Microsoft packages such as Excel, Word and Outlook.  Ability to work in collaboration with other staff  Excellent telephone manner and communication and interpersonal skills |  | Application form/interview  Application form/interview  Application form/interview  Application form/interview  Application form/interview  Application form/interview |
| **Knowledge** | Understanding of finance and financial processes such as accounting systems, sales and purchase ledgers.  Understanding, commitment and ability to apply equality of opportunity and Expects' statement of values in all areas of service provision, including to colleagues, families and people with learning disabilities and/ or poor mental ill-health | Awareness and understanding of issues relating to personal health, safety and the management of risks  An understanding of the risks of abuse for vulnerable adults and the protocols in place to safeguard people against abuse | Application form/ interview  Application form/ interview  Application form/ interview  Application form/ interview |
| **Motivation/**  **Disposition** | Commitment to developing own skills and learning, through support, supervision, and the ability to reflect on feedback. Must be willing to undertake further education and to attend learning events  A commitment to working to Expect Ltd policies and procedures | Positive approach and desire to work with adults with learning disabilities and/ or mental ill-health in a person centred way which achieves best outcomes for the individual | Application form/ interview  Application form/ interview  Application form/ interview |

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| **Variation Clause:** | This is a person specification, as it is constituted at the date shown. It is the practice of Expect to periodically examine person specifications, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate manager in consultation with the post holder will conduct this procedure.  In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible Expect reserves the right to make changes to your job description following consultation. | | |
| **Description prepared by:** | **Steve McDermott** | **Date:** | **05/09/2018** |
| **Description Authorised Chair of Trustees:** | **Delegated to CEO** | **Date:** |  |

NB:

Expect will consider any reasonable adjustments under the terms of the Equality Act 2010, to enable an applicant with a disability (as defined under the act) to attend /meet the requirements of the post.