

## **BARNET MENCAP PERSON SPECIFICATION**

JOB TITLE: **Finance Coordinator**

LOCATION: 35 Hendon Lane

HOURS OF WORK: 28 hours per week

POST REQUIREMENTS/ CRITERIA	ESSENTIAL/ DESIRABLE		ASSESSED FROM APPLICATION /INTERVIEW/ TEST
EXPERIENCE RELEVANT TO POST	E	Experience of working in Administration	A/I
SKILLS & ABILITIES/ SPECIAL APTITUDES	E	Able to produce accurate and accessible financial data, including budgets	A/I
	E	Ability to manage accounting and payroll systems	A/I
	D	Knowledge of Sage Payroll and Accounts	A/I
	E	Thorough knowledge of Microsoft software (Word and Excel)	A/I/Test
	E	Good organisational skills	A/I
	E	Able to work in team environment	A/I
	E	Excellent communication and inter-personal skills	A/I
	D	Partly qualified accountant or accountant technician	A/I
KNOWLEDGE RELEVANT TO JOB:	D	Awareness of issues relating to learning disabilities and autistic people	A/I
EDUCATION	E	A high standard of literacy	A/I
	E	A high standard of numeracy	A/I/Test
TRAINING	E	To undertake relevant training as required	A/I
SPECIAL JOB REQUIREMENTS	E	Availability to work flexibly	A/I
	E	To be proactive and manage change in a very busy office environment	A/I
	E	To supervise the Business Support Officer	A/I
EQUALITY, DIVERSITY and INCLUSION	E	To actively promote equality, diversity and inclusion	A/I

The information on this form will be the basis on which applications will be shortlisted.

All applicants with a disability who meet the essential criteria will be shortlisted/invited for interview.