

## Person Specification: Finance Assistant/Bookkeeper

Area/competency	Essential skills/knowledge	Desirable skills/knowledge
Education	<ol style="list-style-type: none"> <li>1. Educated to at least 'A' level standard</li> </ol>	<ol style="list-style-type: none"> <li>1. Studying for a degree in accounting or finance preferred</li> </ol>
Christian faith	<ol style="list-style-type: none"> <li>1. Committed evangelical Christian in agreement with SSBC culture and values</li> <li>2. Experience of a number of different roles within a local church setting</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience in working in a local church context eg. staff team, small group or ministry area</li> <li>2. Willing to be part of a warm and vibrant inner city church</li> </ol>
Financial management	<ol style="list-style-type: none"> <li>1. Proven bookkeeping record, with experience of accounting issues such as asset management, depreciation, payroll</li> <li>2. Strong numerical skills and eye for details</li> <li>3. Budget setting in an interdisciplinary environment</li> <li>4. Familiarity with balance sheet and preparing accounts ready for audit</li> <li>5. Ability to spot and correct budget errors/issues and to manage any appropriate actions needed to permanently resolve them</li> <li>6. Excellent Excel spreadsheet skills; Intermediate to Advanced level</li> </ol>	<ol style="list-style-type: none"> <li>1. 2 years of experience of accounting software package</li> <li>2. Understanding of SORP and related legislation</li> <li>3. Knowledge of tax efficient giving and related issues</li> <li>4. Good financial background equipping candidate with ability to advise Finance &amp; Resources Team</li> </ol>

Organisational management	<ol style="list-style-type: none"> <li>1. Excellent organisational skills</li> <li>2. Ability to work efficiently to regular deadlines, and to improve financial routines to streamline and reduce workload.</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of the charity sector</li> <li>2. Experience of working within a team environment towards a common goal.</li> </ol>
Management of 'self'	<ol style="list-style-type: none"> <li>1. Ability to organise time, prioritise and meet deadlines</li> <li>2. Ability to use own initiative</li> <li>3. Proven team player</li> <li>4. Thorough approach and attention to detail</li> </ol>	<ol style="list-style-type: none"> <li>1. Good research skills</li> <li>2. Open, honest and accountable attitude</li> </ol>
Staffing	<ol style="list-style-type: none"> <li>1. Ability to communicate with all levels of staff, volunteers and church members</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of working with staff and volunteers in a charity setting.</li> </ol>
Office skills	<ol style="list-style-type: none"> <li>1. Excellent written and verbal communication skills</li> <li>2. 40+ wpm typing speed</li> <li>3. High proficiency in Microsoft products</li> <li>4. Use of on-line banking</li> <li>5. Accurate data entry and record keeping</li> <li>6. Strong administrative skills</li> </ol>	<ol style="list-style-type: none"> <li>1. Creation/maintenance of filing systems</li> <li>2. Experience of integration of different financial systems</li> <li>3. Awareness of "best practice" financial practice</li> <li>4. Able to use Microsoft PowerPoint</li> </ol>
Other	<ol style="list-style-type: none"> <li>1. Confidentiality</li> <li>2. Punctual and reliable</li> <li>3. Would be required to attend occasional meetings on some evenings</li> <li>4. Will be training on CAP (Christians Against Poverty)</li> </ol> <p>Financial money management</p>	<ol style="list-style-type: none"> <li>1. Physically fit and able to manage stress/conflicting demands on time.</li> </ol>