

## Person Specification: Finance Assistant/Bookkeeper

Area/competency	Essential skills/knowledge	Desirable skills/knowledge
Education	1. Educated to at least 'A' level standard	1. Studying for a degree in accounting or finance preferred
Christian faith	1. Committed evangelical Christian in agreement with SSBC culture and values 2. Experience of a number of different roles within a local church setting	1. Experience in working in a local church context eg. staff team, small group or ministry area 2. Willing to be part of a warm and vibrant inner city church
Financial management	1. Proven bookkeeping record, with experience of accounting issues such as asset management, depreciation, payroll 2. Strong numerical skills and eye for details 3. Budget setting in an interdisciplinary environment 4. Familiarity with balance sheet and preparing accounts ready for audit 5. Ability to spot and correct budget errors/issues and to manage any appropriate actions needed to permanently resolve them 6. Excellent Excel spreadsheet skills; Intermediate to Advanced level	1. 2 years of experience of accounting software package 2. Understanding of SORP and related legislation 3. Knowledge of tax efficient giving and related issues 4. Good financial background equipping candidate with ability to advise Finance & Resources Team

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>