

## Finance and Admin Assistant

### PERSON SPECIFICATION



You should complete your application form bearing in mind it will be scored against all the elements below.

If you are unable to directly meet any of the criteria, please explain more about any transferrable skills you have that you think would be suitable to this role. It is important to give us as much information as possible about your skill set.

Any or all of the elements could be discussed further at interview stage

CRITERIA		ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	Recognised qualification in accounting or able to demonstrate 2 years experience in an accounting or book-keeping role	✓	
	Recognised qualification in Business Admin or able to demonstrate experience in an admin role.	✓	
<b>SKILLS AND KNOWLEDGE</b>	Excellent IT user. Knowledge and recent use of accounting software, MS Office and CRM systems	✓	
	High level of accuracy and attention to detail	✓	
	Knowledge of GDPR requirements and confidentiality		✓
	Awareness of adult and children safeguarding issues		✓
<b>PERSONAL ATTRIBUTES</b>	Organised, with the ability to prioritise and multi-task	✓	
	Ability to communicate effectively with a wide range of people, through a variety of mediums.	✓	
	Self-motivated, enthusiastic, good sense of humour and empathy, with the ability to work on own initiative and as part of the team	✓	

	Professional telephone manner and friendly, open approach	✓	
	Ability to work to tight timescales and under pressure		✓
	Own transport due to rural location of office base		✓
	Willingness to travel to CPY offices in Northallerton, Snainton, Bridlington and any other outreach offices/hubs as required	✓	
	Willingness to work flexible hours if required (occasional evenings and weekends)	✓	