

**Finance Lead**  
**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>QUALIFICATION</b>	General education to level 3 (A level, NVQ 3 or equivalent)	✓	
	Professional accounting or book-keeping qualification eg: AAT or ICB		✓
	Qualified by experience	✓	
<b>SKILLS AND KNOWLEDGE</b>	Knowledge and recent use of Sage 50 accounting software	✓	
	Knowledge and experience of calculating and submitting VAT returns	✓	
	Knowledge and recent use of MS Office particularly Excel	✓	
	High level of accuracy and attention to detail	✓	
	Knowledge of GDPR requirements		✓
<b>PERSONAL ATTRIBUTES</b>	Good organisational skills	✓	
	Good communication skills	✓	
	Self-motivated, enthusiastic, good sense of humour and empathy, with the ability to work on own initiative and part of the team	✓	

	Ability to work to tight timescales and under pressure	✓	
	Own transport due to rural location of office base	✓	
	Willingness to work flexible hours if required (occasional evenings and weekends)	✓	