



## *Person Specification*

Job Title: Finance Officer

Date Prepared: May 2022

DETAIL	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none"> <li>GCSE Maths and English or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>AAT qualification.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Bookkeeping experience.</li> <li>Experience in working in a deadline driven environment.</li> <li>Experience of working in a small team.</li> </ul>	<ul style="list-style-type: none"> <li>Charity finance experience.</li> </ul>
Specific Skills and Knowledge	<ul style="list-style-type: none"> <li>An aptitude for IT and finance systems.</li> <li>Microsoft Office packages, specifically MS Excel.</li> <li>Excellent communication skills.</li> <li>Good customer care skills.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Pegasus Opera.</li> <li>Knowledge of WinMan.</li> <li>Knowledge of CareSys.</li> <li>Good MS Excel skills.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Self-motivated.</li> <li>Good planning and organisation skills.</li> <li>Attention to detail.</li> <li>Ability to work under pressure and own initiative.</li> <li>Good team working.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to re-organise plans to accommodate emerging new priorities.</li> </ul>
Other Factors	<ul style="list-style-type: none"> <li>Ability to work under pressure.</li> <li>Willing to go the extra mile.</li> <li>Empathy for older people.</li> <li>Committed to the Vision and Values of Morden College.</li> </ul>	

*We reserve the right to request sight of the original documentation specified above as proof of education and qualifications.*