

## BRADFORD WOMENS AID – PERSON SPECIFICATION

### POST: FINANCE WORKER

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b>Experience</b>	<p>Appropriate level of experience of the following:</p> <ol style="list-style-type: none"> <li>1. Book keeping and / or accountancy experience including Petty Cash, Banking, Bank Reconciliation and nominal ledger up to trial balance.</li> <li>2. Experience of SAGE Accounting software or similar.</li> <li>3. Devising, maintaining and managing a budget</li> <li>4. Devising/updating and working in line with financial policies</li> <li>5. Cash flow management and forecasting.</li> <li>6. Preparation of monthly and quarterly financial accounts and reports.</li> <li>7. Preparation of end of year figures for audit.</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of working with Housing Benefit procedures.</li> <li>2. Experience of working with Voluntary Sector organizations.</li> </ol>	Application form, interview and References
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Any relevant financial qualification</li> </ol>	<p>An Accounting Qualification such as:</p> <ol style="list-style-type: none"> <li>1. Association of Accounting Technicians (AAT)</li> </ol>	Application Form, Certificate.
<b>Knowledge and Understanding</b>	<ol style="list-style-type: none"> <li>1. Knowledge of computerized book-keeping.</li> <li>2. Voluntary Sector fund accounting Including accounting for Restricted Funds.</li> <li>3. Empathy with the aims and ethos of Bradford Women's Aid.</li> <li>4. An understanding of the need for confidentiality and ability to maintain this.</li> <li>5. An understanding of and commitment to maintaining an equal opportunities environment.</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of Housing Benefits and relevant procedures</li> </ol>	Application form, Interview, References

<b>Skills and Abilities</b>	<ol style="list-style-type: none"> <li>1. Good written and verbal communication skills.</li> <li>2. IT literate with a good knowledge of Microsoft Word and Excel</li> <li>3. Ability to explain budgetary information clearly and concisely.</li> <li>4. Ability to prepare budgets for funding bids and for reports to funders</li> <li>5. Good organizational skills</li> <li>6. Computer based financial recording/accounting skills</li> <li>7. Ability to fulfill a range of tasks accurately to tight and conflicting deadlines.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ability to drive and have access to own transport</li> </ol>	Application form, Interview, References
<b>DISPOSITION and ATTITUDE</b>	<ol style="list-style-type: none"> <li>1. Ability to work under pressure at times.</li> <li>2. Willing to comply with Bradford Women's Aid policies and procedures.</li> <li>3. Willingness to attend relevant training</li> </ol>	<ol style="list-style-type: none"> <li>1. To be approachable and have a supportive attitude towards service users.</li> </ol>	Application form, Interview, References
<b>GENERAL</b>	<ol style="list-style-type: none"> <li>4. To be in good health.</li> <li>5. Able to work flexibly and attend evening meetings (at least quarterly)</li> </ol>	<ol style="list-style-type: none"> <li>2.</li> </ol>	