

## PERSON SPECIFICATION – Community Finance Co-ordinator

<b>Criteria</b>	<b>Details</b>	<b>Evidence</b>
Education, Experience and Training	<ul style="list-style-type: none"> <li>English and Math Functional Skills at Level 1 or equivalent or ability to achieve this qualification</li> <li>A minimum of 3 years' experience working in a direct support capacity with vulnerable adults</li> <li>Experience of providing high standards of customer care</li> <li>Experience of working as part of a team or of working on their own</li> </ul>	Application form/ Certificates
Knowledge, Skills and Ability	<ul style="list-style-type: none"> <li>Basic IT skills</li> <li>Knowledge and understanding of health and safety at work and the ability to carry out appropriate health and safety checks such as personal safety awareness</li> <li>Able to write legibly and clearly so that paperwork and other records are kept appropriately</li> <li>Understand the importance of choice, control, rights and empowerment of customers</li> <li>Understand and able to implement requirements of the Safeguarding policy</li> <li>Understand and able to implement requirements of the Company's policies and procedures</li> <li>Ability to form and maintain effective working relationships with individuals being supported, their families, colleagues and partner organisations</li> <li>Ability to liaise with people at all levels including senior management and multi-disciplinary team professionals.</li> <li>Ability to update spreadsheets and give finance updates to CPAT</li> <li>Effective written and verbal communication</li> <li>Ability to work flexibly and use own initiative</li> <li>Able to work flexibly to meet the needs of individuals, the service and organisation</li> </ul>	Application form/ Interview
Work related circumstances	<ul style="list-style-type: none"> <li>Ability to meet the travel requirements of the post</li> <li>Commitment to equal opportunities</li> </ul>	Application form/ Interview

