

## **Person Specification Business Finance Officer**



### **Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### **Essential**

- Knowledge of Microsoft Office applications with the ability to create, manipulate and update spreadsheets and databases
- Experience of working with electronic data information systems and presenting financial or statistical data/information
- Able to demonstrate effective verbal and written communication skills
- Good organisation and time management skills, with the ability to prioritise tasks
- Experience of promoting and maintaining positive working relationships with service users, carers, service providers and other professionals
- Able to resolve challenging queries calmly and sensitively
- Able to work autonomously and within a supportive team environment
- Excellent Customer Service skills
- Understanding of the need to identify and embed new business processes
- Understanding of the need to maintain confidentiality

#### **Desirable**

- Previous experience working in a financial role

### **Part B**

The following criteria will be further explored at the interview stage (as well as further exploring the above criteria is met):

- Previous experience in an administration/finance role
- Ability to communicate clearly and effectively
- Time management skills whilst working to tight or conflicting deadlines
- Committed to Equal Opportunities and anti-discrimination practice, applying this in the workplace and the effect on delivery of services to customers

### **Additional Requirements**

- Flexible approach to work, location, duties and hours