

# Office and Finance Manager

# Person Specification

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| Characteristics | Essential | Desirable |
| **Education and Qualifications** | Relevant qualification in book-keeping /accountancy and/or business administration ORFor applicants without a relevant qualification- 5 years’ experience in book-keeping /accountancy or business administration | Third level relevant qualification in book-keeping /accountancy and/or business administration |
| **Experience** | A minimum of two years’ demonstrable experience in a role involving:* office administration and the maintenance of records
* financial record keeping and management, including procurement, payroll and PAYE, budgeting and

Book-keeping * Personnel/HR administration including policies and record keeping
 | Experience of working to a chief executive/senior managementExperience of taking sole responsibility for a range of relevant tasks Experience of working in the voluntary sector |
| **Knowledge** | Demonstrable knowledge of:* Procurement procedures
* Minute Taking
* IT systems including Office and Sage (or equivalent)
* Spreadsheets and databases
* Human resource policies and procedures
 | Demonstrable knowledge of one or more of the following areas:* Company law
* Building/facilities management
* Advanced IT
* Employment law
* Event management
* GDPR regulations
* Pension schemes
* First aid and health and safety
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| **Skills** | Strong and demonstrable organisational skillsGood (oral and written) communication skills and good interpersonal skills;Ability to work on own initiative and as part of a team; Ability to deal courteously and correctly with callers and visitors; | Ability to work with a diverse range of people and groups;  |
| **Commitment** | Commitment to equality and human rights (as provided for in international human rights standards);  |  |
| **Circumstances** | Available for occasional weekend and evening workAble to work mainly from the Belfast office |  |