

Bournemouth Council for Voluntary Service

Finance Officer

Person Specification

Experience, skills and abilities may have been acquired through paid or unpaid work.

Experience and Knowledge

Office/Administrative qualifications (D)

Book-keeping and/or Accounting qualification (D)

At least two years experience of developing administrative and financial systems (E)

Knowledge of Charity Commission accounting procedures (E)

Commitment to equal opportunities both in terms of policy and practical application (E)

Experience of administering a payroll system (E)

Understanding of employment legislation and personnel procedures (E)

Skills

Excellent numeracy and literacy skills (E)

Excellent IT skills including experience of Excel, Sage or other financial software system and online communications (E)

Experience of working with databases (D)

Ability to interpret accounts and produce financial reports for a variety of audiences; trustees, members, funders and partner organisations (E)

Excellent communication and inter-personal skills (E)

Ability to work independently and to be proactive in developing systems to meet new and changing requirements (E)

Ability to establish good working relationships with trustees, staff, volunteers, members and service users (E)

Experience of managing staff (D)

Ability to work as part of a team and in partnership with others (E)

Good organisational skills, and ability to manage a heavy and diverse workload, working under pressure and to deadlines (E)

Ability to produce consistently high quality and accurate work, with good attention to detail (E)

Efficient and courteous telephone manner (E)

Ability to take clear concise minutes of meetings, capturing and recording key decisions and action points (E)

Ability to maintain high levels of confidentiality and discretion particularly in relation to the work of the CEO and the Board of Trustees (E)

Flexible approach to working methods and services delivery and a willingness to learn new skills (E)

March 2010