



Finance / Administration Assistant Person Specification

	Essential criteria	Desirable criteria	Evidenced A = application I = interview R = reference
Education /Knowledge	Good general education, minimum G.C.S.E level C (or equivalent) in Maths and English	Accounting training or qualification First Aid	A
Skills	Excellent written and spoken communication skills		A
	Experience of accounting / bookkeeping procedures		A
	Good time management and organisational skills		R/I
	Good knowledge of Microsoft / Google suite of products		A
	Ability to manage own workload in busy office environment		R
Experience	Proven work experience in a Finance or Administration role		A
	Hands-on experience with accounting software, like Xero		A
Other attributes	A passion for working in the community and a commitment to the values and ethos of Youth Works	Flexible attitude to work and able to demonstrate an excellent work ethic	A
	Ability to communicate clearly and take into account, where appropriate, the views of others		R/I
	Confidentiality		R/I