

Finance and Office Manager Person Specification

	Criteria	Essential	Desirable
Knowledge	In-depth understanding of financial principles Knowledge of requirements and systems for keeping accounting records Knowledge of Charity Finance (SORP) Familiarity with grant management and reporting for charitable funding sources Knowledge of HR and legislation relating to employment, charity law and GDPR Bookkeeping or accountancy qualification / or working towards (AAT, CIMA, ACCA) Knowledge of migration, refugees and asylum seeking	X X	X X X X X
Experience	Experience of bookkeeping including sales and purchase ledgers, control accounts, bank reconciliations and journals. Experience of working within a finance function, including producing management accounts Experience of producing budgets Experience of preparing reports for stakeholders Experience of using accountancy software such as Sage, QuickBooks or Xero Experience of processing payroll and pensions Experience of financial management in the voluntary sector and working with the requirements of funders Experience of a supportive professional role, for example, supervision and support or mentoring Experience of office management, including understanding of Health & Safety and risk assessments Lived Experience of migration, including forced migration	X X X X X	X X X X X

Skills	Advanced proficiency in Microsoft Excel and other financial software	X	
	Strong organisation skills to manage the financial complexities of a charitable organisation.	X	
	Strong analytical skills with attention to detail	X	
	Ability to financially manage a range of sources of income, including project budgets, donations, and services	X	
	Ability to manage a variety of project budgets whilst maintaining a coherent overview of the organisational budget	X	
	Excellent communication skills, including the ability to clearly update staff and Trustees on financial performance	X	
	Commitment to anti-racism, sustainability, equality and diversity	X	
	Ability to work in a team	X	