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**Person Specification**

**Post:** Finance Officer

**Location:** Stonepillow, 39 Southgate, Chichester, PO19 1DP

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| **Requirement** | ***Essential/Desirable*** |

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| **Education and Experience:** |  |
| 1. Proven experience as a Finance Officer or Similar role | Essential |
| 1. Solid knowledge of financial and accounting processes and procedures | Essential |
| 1. Computer literate with excellent Microsoft Office skills including a good level of Excel experience. | Essential |
| **Skills and Abilities** |  |
| 1. Excellent written communication skills including the ability to write persuasively to different audiences | Essential |
| 1. Excellent verbal communication skills, including customer service and the ability to communicate effectively with internal and external contacts | Essential |
| 1. Strong administrative, numerical, analytical and organisational ability | Essential |
| 1. Ability to effectively prioritise your own workload | Essential |
| 1. Excellent IT skills using Microsoft Office and excel | Essential |
| 1. Excellent attention to detail | Essential |
| 1. Comfortable working to targets and deadlines | Essential |
| 1. Excellent self-motivation | Essential |
| 1. Ability to create and maintain successful working relationships with multiple stakeholders | Essential |
| 1. Willingness to work flexibly including evening and weekends – On occasions | Desirable |
| 1. To subscribe to the values, vision and mission of the organisation | Essential |
| 1. A full driving licence and use of a car | Desirable |