

# 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  OR  For 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 management  Experience 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 |
| **Skills** | Strong and demonstrable organisational skills  Good (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 work  Able to work mainly from the Belfast office |  |