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| **Essential**  | **Desirable**  |
| **Experience and Knowledge** |
| * Experience of being proactive in ensuring outputs are delivered
* Experience of working with budgets
* Purchase and sales ledger experience
* Experience of payroll
* Experience in the use of Sage and other financial packages
* Substantial knowledge of Word, Excel and other Microsoft programmes
* Experience of managing and developing others
* Working in a finance environment
 | * Recent experience of working for a charity
* Knowledge of Children’s Centres
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| **Education and Qualifications** |
| * Minimum of grade C A level/GCSE equivalent in English and Maths
* AAT Qualification
 | * Evidence of personal development
* Working towards a qualification
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| **Abilities and Skills** |
| * Good organisation, time management, communication and interpersonal skills
* Ability to produce detailed, concise evaluation reports
* Ability to devise, plan, monitor and evaluate
* Ability to challenge others to produce positive outcomes
* Ability to work towards tight deadlines
* Excellent numeracy skills
* Set financial procedures and maintain
* Ability to produce spreadsheets
* Staff management
 | * Experience of training staff
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| **Traits and Characteristics** |
| * Excellent communication and leadership skills and the ability to lead effectively
* Able to work autonomously, prioritise workload and delegate appropriately
* A positive approach to difficult situations and challenges
* Ability to work both on own initiative and co-operatively as part of a team
* Ability to work in a non-discriminatory, sensitive and respectful way
* Commitment to HOT policies and to developing quality services
* Embrace change as when needed to meet business needs
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