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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 |
| **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 |
| **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 |
| **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 |  |