



ASSIST Sheffield Finance Officer Person Specification

Essential	
1	Qualified as/working towards AAT or similar
2	At least one year's experience of using an accounting package
3	Ability to learn new software and systems
4	Strong financial and administrative capabilities
5	Excellent planning and organisational skills with an ability to work to deadlines
6	Excellent numeracy skills and attention to detail
7	Have a good level of IT literacy and experience of using and learning a range of software and applications
8	Excellent written and spoken communication skills particularly attuned to working well with non-finance professionals and volunteers
9	Experience and understanding of charity accounting procedures and financial regulations
10	Experience with general financial management
11	Ability to work in accordance with all policies and procedures of ASSIST Sheffield
12	Empathy with the charitable sector in general and with the needs of people seeking asylum and the aims of ASSIST Sheffield in particular
13	Good team worker able to work collaboratively with other staff members and with volunteers

14	Understanding of and willingness to work with diversity and cultural difference
15	Demonstrable commitment to own continuing professional development of relevant knowledge and skills
16	Ability to explain financial issues to other staff members
17	Experience of handling restricted funds
18	Ability to work with and propose improvements to financial systems and procedures
Desirable	
19	Have previous experience of working in the charity sector
20	Experience of using XERO Accounting system
21	Experience of working with Google Docs and Gmail
22	Experience of recruiting, coordinating and supporting volunteers
23	Experience of processing Gift Aid claims
24	Lived experience of the asylum system or forced migration
25	Lived experience of BAME communities and networks