



Person Specification

Area Finance & Business Administrator

Essential	Desirable
Skills	
<ul style="list-style-type: none"> ○ Excellent time management skills and ability to multi-task and prioritise work ensuring deadlines are managed. ○ Excellent written and verbal communication skills, a high standard of written English and the ability to draft correspondence independently for presentation to senior management and others. ○ Strong organisational and planning skills ○ A willingness to learn new skills, embrace change and undertake training as necessary. ○ The ability to use your initiative and identify tasks and actions that are needed to deliver the required outcomes and recognise when it is appropriate to seek guidance or support. ○ Attention to detail 	<ul style="list-style-type: none"> ○ Evidence of analytical, investigative and problem-solving abilities.
Education & Knowledge	
<ul style="list-style-type: none"> ○ Strong competency in using Microsoft Office applications ○ Excellent skills in IT with a working knowledge of the internet and online systems 	<ul style="list-style-type: none"> ○ SVQ or equivalent in a related subject ○ Awareness of current Personnel or Finance practices.
Previous Experience	



<ul style="list-style-type: none"> ○ Prior working experience in Administration, HR or Finance ○ Experience of general office procedures including electronic and manual record keeping. ○ A confident communicator and an exceptional team player with experience of building and maintaining effective working relationships with a wide variety of people. 	<ul style="list-style-type: none"> ○ Working knowledge of Mitrefinch Time & Attendance, Payroll, HR System, Sage Accounts or equivalent packages ○ Creative skills in producing accessible information ○ Experience in a client focused role where you've had to maintain confidentiality
<p>Attitude & Personality</p>	
<ul style="list-style-type: none"> ○ You will be supportive, respectful, sharing, helpful and kind and demonstrate commitment and willingness to meet the needs, ethos and values of C-Change Scotland. ○ You will have a high level of self-motivation and the ability to undertake the role with minimum supervision. 	<ul style="list-style-type: none"> ○ Emotional resilience
<p>Other</p>	
<ul style="list-style-type: none"> ○ Flexible and positive attitude with a good sense of humour 	