PATHS FOR ALL

PERSON SPECIFICATION – Finance and Grants Administrator

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Scottish Highers or equivalent or qualified through work experience | * HNC level in associated discipline |
| **Experience** | * Experience of providing financial or grants related administrative support * Experience of processing a wide range of transactions, identifying issues and resolving them as appropriate * Experience in electronic filing and processing * Experience in following processes and providing support to ensure that they are properly followed by all those using them | * Experience within the third sector * Experience of working with Sage 50 (or similar accounting software) |
| **Knowledge and Skills** | * Confidence and competence in utilising Excel and Databases.      * IT skills in Microsoft Word, Outlook and PowerPoint. * Good written and oral communication skills * Good interpersonal skills with the ability to communicate appropriately with all people at all levels. * Ability to work in a logical and organised manner, maintaining good attention to detail and accuracy.      * Possess organisational skills sufficient to autonomously manage personal work plan and day to day tasks.      * Ability to work effectively as part of a team and independently, taking the initiative where required |  |
|  | **Essential** | **Desirable** |
| **Personal Qualities** | * Possess good attention to detail. * Self-motivated and positive attitude with the ability to work flexibly and prioritise the changing demands of the role. * An enthusiastic and effective team member. * Thrives in a busy environment * Proactive and solution-orientated in approach * Commitment to the ethos of Paths for Alls including equality, diversity and collaborative working |  |

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July 2022