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
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| **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)
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| **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
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|  | **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