

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Person Specification – Finance Assistant HOME-START STROUD AND GLOUCESTER

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Home-Start Administrator

A = Application Form, I = Interview, E = Exercise

Person Specification – Administrator / Secretary			
ESSENTIAL	Method of Assessment		
	A	I	E
Education and qualifications			
Good standard of education (GCSE, NVQ level 3 or equivalent)	☒		
Relevant secretarial/IT training or experience	☒	☒	☒
Employment history			
Relevant previous or current employment	☒	☒	
Skills and experience			
Secretarial skills and experience, including typing and word processing	☒	☒	
Proficient at using Microsoft Office suite including Excel	☒	☒	☒
High standards of practice and presentation at work	☒		
Experience of administrative work	☒	☒	
Effective communication skills: written, verbal and telephone	☒	☒	
Ability to prioritise	☒	☒	
Personal attributes			
Ability to work as a member of a team	☒	☒	
Ability to work on own initiative	☒	☒	
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	☒	☒	
Understanding of the need for professional confidentiality	☒	☒	
Special Requirements			
Eligible to work in the UK	☒		
Willing to access training		☒	
DESIRABLE			
Experience of working in a small team	☒	☒	
Training in equal opportunities and diversity	☒	☒	
An interest in the needs of children and families	☒	☒	

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Knowledge of finance procedures	☒	☒	
Qualifications in office practice	☒	☒	
Knowledge and experience of working with budgets	☒	☒	
Knowledge and experience of petty cash	☒	☒	
Knowledge and experience of online book-keeping	☒	☒	☒
Knowledge and experience of database entry	☒	☒	