

LOCAL SOLUTIONS
PERSON SPECIFICATION
FINANCE ASSISTANT

Date: August 2010

Personal Skill Characteristics	Essential	Desirable
<p><u>Leadership:</u></p> <p>Skilled at being part of a motivated team committed to the vision and values of the company.</p> <p>Ability to use own initiative and take responsibility as appropriate.</p> <p>Possessing the authority, presence and integrity to command respect from colleagues within the company, and from external contacts.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p><u>Communication:</u></p> <p>Good presentational skills and ability to promote the organisation with a wide range of individuals and external contacts.</p> <p>Good verbal and written communication skills</p> <p>Experience of communication effectively with customers.</p>	<p>✓</p> <p>✓</p>	<p>✓</p>
<p><u>Business Management/Service Delivery:</u></p> <p>Able to deliver programmes/projects/services within budgets and timescales in a customer focused organisation.</p> <p>Practical knowledge of maximising the use of new technology to develop and access to service.</p> <p>Ability to maintain effective working relationships with a wide range of external bodies.</p> <p>Experience of the delivery of performance standards that enable successful achievement of the organisation's business plans.</p> <p>Ability to plan and prioritise effectively in order to achieve targets where appropriate and meet deadlines.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>

Personal Skill Characteristics	Essential	Desirable
<p><u>Personal Qualities/Behaviours:</u></p> <p>Resilient and robust with a positive outlook.</p> <p>Dynamic and energetic personality.</p> <p>Capable of delivering results to tight deadlines.</p> <p>Ability to adapt to changing circumstances.</p> <p>Ability to interpret relevant information, analyse data, and come to speedy well informed conclusions.</p> <p>Committed to the aims and ambitions of the organisation and broader issues of social enterprise.</p> <p>Commitment to quality, customer service, best practice and best value in all aspects of the organisation's operation.</p> <p>Knowing own strengths and limits and a sound sense of own worth and capabilities.</p> <p>Have emotional self-control, keeping emotions and impulses under control, displaying honesty and integrity and having a flexibility to changing situations or overcoming obstacles.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><u>Specific job requirements</u></p> <p>Maintain accurate knowledge of relevant legislation where applicable.</p> <p>Standard Disclosure</p>	<p>✓</p> <p>✓</p>	