

## Pinpoint Finance, Purchasing, Fundraising and Admin Officer – Personal Specification

Skills		
To be numerate: to work with accuracy when dealing with numbers and financial records, commensurate with the role.	Essential	
To be literate: to demonstrate a good standard of written and verbal English, commensurate with the role.	Essential	
Demonstrable ability to use Excel: ability to set up a spreadsheet, to use formulas and to link spread sheets with accuracy.	Essential	
Demonstrable ability to use QuickBooks: ability to enter data accurately, run reports and interrogate data to provide advice to the CEO.	Essential	
Ability to work on own initiative	Essential	
Ability to pick up information quickly, to work at speed and to tight timescales whilst maintaining accuracy.	Essential	
Ability to build effective relationships with the staff team, partners and a range of organisations and individuals	Essential	
Ability to co-ordinate a number of different tasks and areas of work within a normal working day	Essential	
Ability to produce high quality financial reports and other documents	Essential	
To be computer literate and a working knowledge of Word and Outlook	Essential	
Ability to facilitate training sessions and workshops		Desirable

Knowledge		
Understanding of accountancy: terminology and presentation of information	Essential	
Knowledge of the voluntary/community sector organisations, in particular those working with families		Desirable
Knowledge of local service providers providing a service to families of children and young people with additional needs		Desirable
Knowledge of the needs of the families of children and young people with additional needs		Desirable

Experience		
Experience of working in a similar financial role - e.g. accountancy, book keeping	Essential	
Experience in working in the voluntary sector, either in a paid or voluntary capacity		Desirable
Experience of co-ordinating meetings and events		Desirable
Experience of producing high quality reports and other documents	Essential	