

PERSON SPECIFICATION	
Job title: Finance Officer	
CRITERIA	E or D*
KNOWLEDGE & EXPERIENCE	
Experience of maintaining accurate financial records in a small to medium sized charity.	E
Good experience preparing information for management reports.	E
Experience of running payroll and pensions administration for a small to medium sized organisation.	E
Familiarity with using financial software packages and strong Microsoft 365 skills (particularly Excel) and Google Sheets.	E
Recognised bookkeeping or accounting qualification, or working towards one.	E
Knowledge of fund accounting.	E
Experience of preparing grant applications.	D
Knowledge of charity sector funding sources.	D
Knowledge of Southampton voluntary sector.	D
SKILLS	
Excellent numeracy and literacy skills, with attention to detail.	E
Good understanding of financial controls within an organisation and the ability to communicate these to the team.	E
Good organisational and time management skills to prioritise workloads effectively, meet deadlines and monitor outcomes.	E
Good English language skills and experience of report writing.	E
Work well within a busy, small team office environment, liaising effectively at all levels with staff, volunteers and third parties.	E
Deal with confidential, sensitive, and personal information.	E
Able to work independently as well as part of the wider team.	E
Flexible and practical approach to meeting the charity's needs.	E
OTHER	
Sympathetic to the Christian ethos of the charity.	

CIRCUMSTANCES

This post is based at our office in Millbrook with some opportunity for remote working.

Part-time post, 14 hours per week (0.4 FTE based on 35hr working week for 52 weeks per annum). These are the normal weekly hours. Additional hours will be required for year end and other one-off projects.

Applicants must have the right to work in the UK.

Any offer of employment is subject to the receipt of satisfactory references, a DBS check and successful completion of a 3-month probationary period.

*E = essential criteria D = desirable criteria