

# ZARACH PERSON SPECIFICATION

## FINANCE OFFICER

JANUARY 2025

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> <li>Part qualified accountancy qualification or working towards</li> </ul>	<ul style="list-style-type: none"> <li>4 / C or above in GCSE Maths and English</li> </ul>	Application Form and Documentary evidence
Skills	<ul style="list-style-type: none"> <li>Excellent attention to detail</li> <li>Enjoys working with numbers</li> <li>Organised and can prioritise in a busy environment</li> <li>Proficient in the use of excel/google sheets</li> <li>Good spoken and written communication</li> <li>Self motivated and can use initiative</li> </ul>	<ul style="list-style-type: none"> <li>Ability to learn new procedures quickly</li> <li>Knowledge of good data protection and HR practices</li> </ul>	Application Form and interview

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> <li>● Finance experience and competent in month end procedures</li> <li>● Previous responsibility for purchase ledger and raising payments</li> <li>● Practical use of a computerised accounting software</li> </ul>	<ul style="list-style-type: none"> <li>● Charity finance experience</li> <li>● Experience working within a small team where everyone helps each other.</li> <li>● Experience preparing monthly payroll reports.</li> </ul>	<ul style="list-style-type: none"> <li>● Application Form and interview</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>● Open</li> <li>● Respectful</li> <li>● Collaborative</li> <li>● Aspirational</li> <li>● Mission focused</li> <li>● Empathetic to the people we support</li> <li>● Caring, friendly nature</li> </ul>	<ul style="list-style-type: none"> <li>● Problem solver</li> <li>● Proactive</li> </ul>	<ul style="list-style-type: none"> <li>● Application Form and interview</li> </ul>
<p>A basic DBS check will be requested as part of the final stages of recruitment. Please email <a href="mailto:finance@zarach.org">finance@zarach.org</a> if you would like to see our DBS policy.</p>			