

Person Specification – Finance Officer

Area	Essential	Desirable
Qualifications and development	Relevant accounting or bookkeeping qualification, or demonstrably equivalent experience (for example AAT Level 3 or above). Commitment to continuing professional development and keeping knowledge of charity finance and regulatory requirements current.	Part-qualified or qualified accountant (for example AAT Level 4, ACCA, CIMA, ACA or equivalent). Training in charity accounting, payroll or pensions administration.
Experience	Experience of day-to-day financial administration, management accounts, budgeting, bank reconciliation, payroll processes and year-end preparation. Experience producing accurate, timely financial information for non-finance colleagues and senior decision-makers. Experience maintaining effective financial controls, records and audit trails.	Experience in a charity, voluntary-sector or other regulated organisation. Experience of restricted funds, funder reporting, Gift Aid, Charity Commission requirements and Companies House filings. Experience liaising with auditors, pension providers, banks and payroll providers.
Knowledge and systems	Sound understanding of bookkeeping principles, accruals, prepayments, budget monitoring and financial confidentiality. Confident use of accounting software and spreadsheets, including accurate data entry, reconciliation and reporting.	Practical experience of Xero, online banking, HMRC Government Gateway and pension administration systems. Knowledge of the Charities Statement of Recommended Practice (SORP) and charity reserves requirements.
Skills and abilities	High level of numerical accuracy, attention to detail and ability to meet recurring deadlines. Ability to organise competing priorities, work independently and escalate risks or discrepancies promptly. Clear written and verbal communication, with the ability to explain financial information accessibly.	Ability to improve processes and make proportionate use of digital tools to increase efficiency and control.

	Collaborative and responsive approach when working with colleagues, trustees, funders and external advisers.	
Values and approach	Child and relationship centred: understands how dependable financial stewardship supports safe, effective services for children and families, and builds trusting working relationships through collaboration and open communication. Respectful: listens actively, communicates thoughtfully, values diverse perspectives and treats confidential information with care. Compassionate: works with empathy, understanding and kindness, recognising the circumstances of families, volunteers and colleagues. Inclusive and Empowering: Demonstrates integrity, inclusion, accountability and a commitment to Home-Start Portsmouth's purpose of helping families and ensuring children have the best possible start in life.	Knowledge of Home-Start's model of family support and the needs of families with young children in Portsmouth.
Other requirements	Commitment to safeguarding, equality, diversity and inclusion, and to complying with organisational policies. Full DBS check required. Willingness to undertake role-related training and work flexibly within the reasonable requirements of the charity.	Experience supporting or working alongside volunteers and trustees.