

Person Specification

Job Title:	Finance and Billing Assistant
Service:	Legal Practice Unit and Policy and Practice Change Team
Reporting to:	Finance and Operations Manager
Salary Range:	£24,000 - £26,000 FTE
Work Pattern:	Full time 35 Hours per week (However, we will consider part time 28 hours per week, flexible with days and hours to be agreed)
Contract Type:	Permanent

Knowledge, Skills & Experience:

- Excellent interpersonal and communication skills [E]
- Experience of providing administrative support [E]
- Experience working in a finance team and an understanding of financial processes [D]
- Experience or understanding of legal aid [D]
- Excellent organisational and time management skills - ability to prioritise and multi-task [E]
- Excellent IT skills, including Microsoft Excel and other software packages [E]
- Ability to work with numbers, to process and organise data logically and efficiently [E]
- Ability to work as an effective team member as part of a small but busy team [E]
- A flexible 'can do' approach to work and willingness to help out [E]
- Calm and resourceful with the ability to respond effectively and positively to pressure [E]
- Ability to work independently – takes ownership for completing tasks accurately and efficiently [E]
- Strong communication and interpersonal skills and ability to communicate professionally with a range of stakeholders including sensitivity when communicating with vulnerable clients [E]

Behaviours and Values:

- A commitment to children's human rights and support for CCLC's aims [E]
- A keen interest in assisting the financial and operational processes that underpin charitable work [E]