



Person Specification – Finance Administrator

E Essential **D** Desirable

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|-----------------------------|--|---|
| QUALIFICATIONS | A Levels or equivalent qualifications | E |
| | A relevant accounting qualification | D |
| KNOWLEDGE | A working knowledge of using Microsoft Word, Access, PowerPoint and Outlook | E |
| | Knowledge of charity sector finance | E |
| | Knowledge around creating SAGE reports | E |
| | An excellent understanding of Microsoft Excel, including formulas. | E |
| ABILITIES AND SKILLS | Proven organisational, planning and record keeping skills | E |
| | Excellent communication skills, including written and presentation | E |
| | Have the ability to work individually or as part of a team | E |
| | Ability to prepare and present simple reports | E |
| | Excellent telephone manner | E |
| EXPERIENCE | Experience of using SAGE accounting system | E |
| | Experience of working in an office environment | E |
| | Experience of dealing with customers with aged debts. | E |
| PERSONAL | Commitment to development and willingness to undertake training where necessary | E |
| | Friendly, outgoing and approachable personality | E |
| | Commitment to Bolton Wanderers Community Trust's mission and principles | E |
| | Possess a full and clean driving license with access to a suitable vehicle with business insurance cover | E |
| | Comfortable working independently & managing own workload across a range of priorities | E |
| | Versatile & flexible approach, able to work across a range of different projects / priorities as needed | E |
| | Constantly seeks to improve the way things are done | E |



Other information

Bolton Wanderers Community Trust is an Equal Opportunities Employer and recognises the importance of safeguarding children and vulnerable adults in our workplace.

This Post will be subject to an enhanced DBS Disclosure and two acceptable references

Additional Benefits

- A supply of BWFC kit
- Mileage allowance
- 2 x BWFC season tickets (subject to passing probation period)
- Access to Health Shield health cash plan (subject to passing probation period)
- Pension contribution matched up to 5% (subject to probation period)

Date prepared: 28/02/2020