



Finance & Hr Assistant Person Spec

Criteria	Essential / Desirable	Evidence from Application	Score (0-3)
Basic finance administration experience	Essential		
Experience processing invoices, orders and payments	Essential		
Experience with bank reconciliation	Essential		
Experience managing petty cash	Essential		
Experience handling cash and income	Essential		
Experience raising purchase orders and procurement tasks	Essential		
HR administration experience, including safer recruitment	Desirable		
Accurate data entry and record-keeping	Essential		
Confident using Excel and spreadsheets	Essential		
Ability to use finance or MIS systems	Essential		
Good communication skills	Essential		
Strong organisational skills	Essential		
High attention to detail	Essential		
Ability to follow procedures and work within policies	Essential		
Ability to maintain confidentiality and discretion	Essential		
Ability to work effectively as part of a team	Essential		
Commitment to safeguarding and child welfare	Essential		
GCSEs or equivalent qualifications	Desirable		
NVQ Level 2 or equivalent	Desirable		
Experience working with payroll providers	Desirable		
Experience producing financial reports or cost analysis	Desirable		