

Moseley Community Development Trust- Finance Officer

Person specification

Essential skills / qualities

1. IT experience – able to use MS Windows XP, Word, Access and Excel software.
2. The post holder should have experience of working in a small business, charity, or a social enterprise.
3. The post holder should be appropriately qualified – such as AAT Accounting Qualification, level 3 or 4.
4. A proven ability to work independently and with little supervision.
5. An excellent ability to prioritise work and plan ahead.

Desirable skills / qualities

1. IT experience – able to use Quickbooks
2. Excellent verbal communication skills.
3. Experience of property management.
4. An ability to handle difficult situations with sensitivity.
5. A good ability to write in a clear and concise manner.
6. An ability to work in a flexible manner.
7. An understanding and commitment to equal opportunities.
8. A willingness to undertake training as required.
9. Be able to follow both written and verbal instructions.