

Person Specification – NWCC Business Officer

Criteria	Essential	Desirable	Assessed By
Qualifications/Experience			Application and Interview.
Knowledge	<ul style="list-style-type: none"> • Common sense knowledge of 'Pay As You Earn' (PAYE). • Proven experience of managing finances • Understanding and experience of partnership and collaborative working. • Understanding of working in coproduction 	Experience of running payroll. Understanding of working in coproduction with disabled people	Application and Interview.
Skills/Abilities	<ul style="list-style-type: none"> • Able to listen and engage with a range of individuals. • Able to disseminate information verbally and in writing in easily understood and appropriate format. • Sound financial management skills. • Ability to work under pressure, set priorities and meet deadlines. • Self-motivated with drive, energy, and enthusiasm. • Ability to understand and analyse complex information. • IT literate. 	The ability and willingness and flexibility to work outside office hours, if required.	Application and Interview.
Other	<ul style="list-style-type: none"> • Commitment to equality and diversity and achieving positive outcomes for disabled people. • Commitment to the Company vision and values. 	Access to a car and a current full driving licence.	Application and Interview and Pre-Offer checks.