

PERSON SPECIFICATION

Job Title: Finance Worker

Transforming Churches and Communities

	Essential	Desirable	Method of Assessment
Education & Training			
A good standard of general education to GCSE Level (or equivalent) to include English and Maths.	✓		Q
Relevant financial services qualification.		✓	Q
Proven Ability			
Experience of working in a financial setting with skills relevant to this role.	✓		A
Experience of financial and bookkeeping software.	✓		A
Experience of Quickbooks.		✓	A
Experience of working to deadlines	✓		A / I
Attention to detail and precision.	✓		A / I
Telephone and email communications skills.	✓		A / I
Analytical skills	✓		A / I
Special Knowledge & Skills			
IT skills, including Microsoft Office suite and email, data collection tools.	✓		A / I
Excellent communication skills, communicating across all media including verbal, non-verbal, electronic and written.	✓		A / I
Ability to work both independently, and as part of the team.	✓		A / I
Ability to explain financial matters to volunteers and non-professionals.		✓	A/I
Self-motivator, with the ability to manage own workload, prioritising as appropriate.	✓		A / I
Ability to work without direct supervision.	✓		A / I
Respectful attitude to the faiths of others, and for the Methodist Church (Note: adherence to the Christian faith is NOT a requirement).	✓		A / I
Any Other Requirements			
A willingness to develop within the role and partake in collaborative conversations regarding future planning.		✓	

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)