



Person Specification

Job title: Finance and administration officer

Branch: Sussex East and Hastings Branch

Criteria	Essential	Desirable
Qualifications	GCSE Maths & English	Business and administration qualification
Experience and job knowledge	<p>Working with financial systems and controls in an administrative capacity</p> <p>Experience of budgets, ledgers and invoice preparation and maintenance</p> <p>IT literate including Microsoft Word, MS Excel and experience of databases and financial spreadsheets and systems</p> <p>A company's financial structure, policies and systems</p>	<p>Maintaining databases and information systems</p> <p>Working in the voluntary or charity sector</p> <p>Knowledge of the RSPCA Sussex East and Hastings Branch</p>
Skills and competencies	<p>Good level of numeracy, accuracy and attention to detail in preparing and entering financial and payroll information</p> <p>Computer skills including the ability to operate computerized accounting</p>	Driving license
Personal qualities	Excellent communication, written and interpersonal skills	