

## PERSON SPECIFICATION

### Earthworks Administrative and Financial Assistant

Area	Essential	Desirable
Qualifications	<p>Good standard of secondary education including: GCSE A-C or equivalent in Maths GCSE A-C or equivalent in English</p>	<p>Book keeping or finance qualification.</p>
Experience	<p>Experience of working effectively in a multi-disciplinary team.</p> <p>Experience of working in a finance and/or administrative role.</p> <p>Experience of processing data in line with GDPR.</p>	<p>Book keeping experience.</p> <p>Experience of communicating with people with learning disabilities and/or autism.</p> <p>Experience of maintaining a digital file storage system.</p>
Skills and Knowledge	<p>Good to excellent IT skills including Microsoft Excel, Microsoft Word and Microsoft Outlook.</p> <p>Excellent organisational skills and able to prioritise and manage own time effectively to meet deadlines.</p> <p>Ability to work using own initiative.</p> <p>Ability to communicate clearly and sensitively in writing and orally to a variety of audiences.</p> <p>Good working knowledge of data protection legislation and ability to implement data protection and confidentiality in all aspects of work.</p> <p>Ability to work within and promote the ethos, principles and values of Earthworks St Albans.</p>	<p>Proficient in the use of SAGE 50 accounting software.</p> <p>Knowledge of management accounts production.</p> <p>Knowledge of database management.</p> <p>Proficient in maintaining social media pages in a professional capacity, including Facebook, Twitter and Instagram.</p>
Personal qualities	<p>Excellent inter-personal skills</p> <p>High levels of discretion, empathy and sensitivity.</p>	

Area	Essential	Desirable
	<p>Approachable, trustworthy, reliable, flexible and consistent.</p> <p>Ability to work accurately under pressure.</p>	
Other	<p>Take responsibility for own continuous professional development.</p> <p>Willing to undertake out of hours' work (e.g. open days, training, meetings etc.) for which time off in lieu will be given by arrangement.</p> <p>Willing to support other areas of Earthworks' operations as needed.</p>	