Person Specification – Business Support Officer

Fersands & Fountain SCIO

Category	Essential	Desirable
Professional qualifications		HNC in Accounting
		ECDL or equivalent
Previous experience	Practical experience using financial accounting software	Experience of working in a multi-disciplinary environment
	Experienced and confident user of Microsoft Excel spreadsheets	Experience preparing and monitoring budgets
	Experience using Sage Accounts and Sage Payroll	Experience of HR administration, such as staff records, recruitment and contracts
	Experience of processing payroll, including pension and HMRC payments	
	Experience of dealing with the public and enquiries by telephone, email and in person	
Knowledge		Knowledge of voluntary and community organisations and the services they provide
		Knowledge of employment law
Personal qualities	Good communication skills	
	Committed person who is dedicated with a professional attitude	
	Ability to work on own initiative	
	Ability to work to deadlines	
	Flexible and helpful team member	
	Ability to work in a busy, noisy office with lots going on	

Category	Essential	Desirable
	Friendly and professional manner as a first point of contact for the public	
	Open to continual professional development and training	