**Job Specification
Finance Officer (BBO)**

|  |  |
| --- | --- |
| **Requirements** | **Essential (E)****or****Desirable (D)** |
| **Qualifications:** |  |
| Good general education, with GCSEs or equivalent in English and Maths | **E** |
| A recognisable financial qualification e.g. AAT or equivalent | **E** |
| **Knowledge & Experience:** |  |
| Experienced in financial administration particularly relating to multiple project activity and working within a busy office within a multi skilled team | **E** |
| Good understanding of accounting processes and software and proficient in using Microsoft Excel. (Selnet currently use QuickBooks for accounting purposes) | **E** |
| Excellent organisational skills and an ability to prioritise own workload and meet deadlines | **E** |
| Experienced in giving clear direction, interpreting complex financial data to help others (partners and team members) to meet their objectives | **E** |
| Knowledge of relevant processes, procedures and systems, in particular EU audit and qualityrequirements | **D** |
| Knowledge of the demands in monitoring and reporting under EU projects | **D** |
| Flexible, proactive and able to work under pressure | **E** |
| Ability to apply discretion in sensitive issues, respect data sharing protocols and always maintain confidentiality  | **E** |
| Able to work as part of a team to support the effectiveness and efficiency of project delivery | **E** |
| Experience of pre-empting potential financial risks to, or issues within cashflow systems and the ability to propose contingencies which mitigate impact | **E** |
| Experience of developing and/or appraising the financial element of funding applications | **D** |
| **Personal Qualities and Attributes:** |  |
| Excellent organisational and project financial management skills | **E** |
| Excellent communication skills | **E** |
| Committed to supporting partners in managing their funding allocation, in order to create effective and inclusive partnerships | **E** |
| Willingness to engage in personal development to improve performance levels | **E** |
| Dynamic and enthusiastic with a proactive approach to problem solving | **E** |
| Have a willingness to work flexibly, including evenings where needed | **D** |
| Have a commitment to Quality, Diversity and Equality across all services | **E** |
| Full driving licence | **D** |