**Person Specification
Project Compliance Officer (Building Better Opportunities)**



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| **Requirements** | **Essential (E)****or****Desirable (D)** |
| **Qualifications:** |  |
| Good standard of formal education and continuous professional/personal development | **E** |
| **Knowledge & Experience:** |  |
| Experience of collating financial documentation and checking for accuracy | **E** |
| A good eye for detail – ability to spot errors in numerical data and other written documents | **E** |
| Proficient use of a range of IT software packages including Microsoft Excel | **E** |
| Ability to engage with partners and stakeholders to create strong working relationships | **E** |
| Able to plan and manage tasks effectively to achieve desired outcomes | **E** |
| Experience of using a database to collate information on individuals and keeping that data up to date |  **D** |
| Have an understanding of grant funded projects  | **D** |
| Have a good understanding of the requirements for internal and/or external audit | **D** |
| Experience of providing clear and concise instruction to a range of audiences | **D** |
| A driving licence and the use of a car  | **D** |
| **Personal Qualities and Attributes:** |  |
| A successful track record of building relationships with customers, clients, colleagues, or partners  | **E** |
| Able to use own initiative to solve problems and works well as part of a team | **E** |
| Excellent organisational, interpersonal and communication skills, both orally and in writing, to a range of audiences | **E** |
| Able to prioritise tasks to meet set deadlines | **E** |
| Willingness to develop skills to improve knowledge and performance | **D** |
| Have a proactive attitude and approach to problem solving | **D** |
| Have a willingness to work flexibly with given notice | **D** |