

## Person Specification:

|                   |                  |                  |            |
|-------------------|------------------|------------------|------------|
| <b>Job Title:</b> | Operational Lead | <b>Function:</b> | Operations |
|-------------------|------------------|------------------|------------|

|    | Criteria  | Essential | Desirable |
|----|---|-----------|-----------|
|    | <b>Qualifications and Knowledge</b>   |           |           |
| 1  | An excellent understanding of finance.  | X         |           |
| 2  | An excellent understanding of finance within a small/medium sized charity.                              |           | X         |
| 3  | An excellent understanding of QuickBooks accounting software.   | X         |           |
| 4  | Relevant qualification or a minimum of 3 years' experience in a similar role.                           | X         |           |
| 5  | Association of Accounting Technicians (AAT) qualification.  |           | X         |
|    |   |           |           |
|    | <b>Skills and Abilities</b>   |           |           |
| 6  | Highly skilled in Microsoft office applications.  | X         |           |
| 7  | Ability to work accurately and pay attention to detail.   | X         |           |
| 8  | Ability to problem solve.   | X         |           |
| 9  | Ability to use own initiative.  | X         |           |
| 10 | Methodical and analytical approach to handling information.   | X         |           |
| 11 | Experience with working with various database software/ web applications.                               | X         |           |
| 12 | Ability to use social media in a professional context.  | X         |           |
| 13 | Ability to edit content and images for websites.  | X         |           |
| 14 | Ability to prioritise workloads and work to deadlines.  | X         |           |
| 15 | Ability to deploy good interpersonal skills in busy and stressful situations.                           | X         |           |
|    |   |           |           |
|    | <b>Experience</b>   |           |           |
| 16 | Minimum of 3 years' experience of managing charity finance or similar organisation.                     | X         |           |
| 17 | Minimum of 1 years' experience of working with QuickBooks.  | X         |           |
| 18 | Experience of working with families with disabled children/additional needs.                            |           | X         |
| 19 | Experience of managing staff.   |           | X         |
| 20 | Experience of applying to charitable trusts & foundations and private funds on behalf of a charity.     |           | X         |
|    |   |           |           |
|    | <b>Working arrangements</b>   |           |           |
| 21 | Willingness to work flexible hours, according to needs of the Charity and its Members.                  | X         |           |
| 22 | Willingness to attend training courses and events.  | X         |           |
| 23 | UK driving licence  |           | X         |
| 24 | Willing to accept and to give feedback and guidance and to be accountable to colleagues and managers.   | X         |           |
| 25 | Take responsibility for setting and delivering individual work-plan with agreed targets and timescales. | X         |           |
| 26 | Able to work in the UK.   | X         |           |
| 27 | Experience of working under the direction of a Chief Executive Officer.                                 |           | X         |