

**FINANCE PROJECT COORDINATOR
PERSON SPECIFICATION
March 2018**

	Essential Criteria		Desirable Criteria	
Experience	Have undertaken Project administration able to demonstrate good administrative skills	A/I	Production of management accounts with project or department analysis	A
	Have experience of grant funding and Agreements	A/I	Have worked in a Finance role within an arts or charity organisation	A
	Have produced and set up own spreadsheets/Excel reports using display and numeric formulae	A/T	Online banking responsibilities and bank reconciliations	A
	Processing of purchase invoices, coding and payments	A/I	Delivery of creditor and debtor control duties	A
	Have carried out reconciliations of complex accounts or budgets	A/T	Responsibility for Nominal Ledger journal entries including accruals and prepayments	A/I
	Have managed budgets and variance reports	A/I	Have used shared data software and spreadsheets	
	Have a minimum of 2 years' experience in a finance role	A/I		
Knowledge	A working knowledge of Sage 50 Accounts or similar accounting package	A/I	EU auditing, tendering and procurement requirements	A/I
	A thorough knowledge of Microsoft Office and, in particular, MS Excel to advanced level	A/T	Nominal Ledger journal entries including accruals and prepayments	A/I
	Shows good attention to detail	A/I		A/I
	A good understanding of Income and Expenditure Accounts and the constituent sections of a Balance Sheet	A/I	Have knowledge of VAT and partial exemption	A/I
	A knowledge of filing systems both electronic and paper based	A/I		
	Educated to a minimum standard of Maths and English Language at GCSE Grade C or above	A	AAT Professional Diploma in Accounting Level 4 or equivalent qualification/degree	A
Skills & Attributes	Able to prioritise workload and manage time effectively	I	An interest in film, creative industries and arts practice	I

	Able to work on own initiative without direct supervision as well as flexibly and co-operatively within a team	A/I		
	Ability to communicate effectively with staff, funders and partners	I		
	High level of motivation and enthusiasm	I		
	Ability to remain calm & friendly under pressure	I		

- A = to be demonstrated in the application form
I = to be demonstrated at interview
T = to be demonstrated by completing a measureable test