



**Person Specification**

**Job Title: Finance Administrator**

Criteria	Application	Interview	Assessment
<b>SKILLS &amp; ABILITIES</b>			
Confident in use of MS Office Suite (Excel, Word, Outlook)	✓	✓	✓
Proficiency in the use of a finance package (knowledge of Sage Line 50 would be preferable)	✓	✓	✓
Accounting qualification AAT or equivalent (desirable)	✓	✓	✓
Proven literacy and numeracy skills (GCSE – Grade C or above Maths and English or equivalent)	✓		✓
Ability to deal with confidential information appropriately	✓	✓	
Good written communication	✓		✓
Confident telephone manner	✓		✓
Good interpersonal skills, with a tactful/ mature approach when dealing with the public and colleagues	✓	✓	✓
Willingness to learn and develop within the role	✓	✓	
Good organisation and administration skills	✓	✓	✓
Eye for detail and accuracy as this role involves lots of repetitive tasks	✓	✓	✓
Flexible and adaptable approach to working	✓	✓	
An affinity with COCO's ethos and mission	✓	✓	
<b>EXPERIENCE</b>			
Experience of working in a finance role (book-keeping)	✓	✓	
Experience of accounts package	✓	✓	
Experience of working within a team	✓	✓	

COCO is a recognised Scottish Charity SC 030428

Main Office: COCO, 3<sup>rd</sup> Floor, 14 Blandford Square, NE1 4HZ

Registered Office: 6 Boll O'Bere Farm, Lanark Road West, Balerno, Edinburgh, EH14 7JG

Person Specification Finance Administrator