

Finance & Admin Assistant Officer Person Specification:

Criteria	Standard	Essential/Desirable	Measurement
Work Experience	<ul style="list-style-type: none"> At least 6 months hands on Administrative/Finance experience 	Essential	Application Form & Interview
	<ul style="list-style-type: none"> Ability to work independently on own initiative and also to contribute as part of a team 	Essential	Application Form & Interview
	<ul style="list-style-type: none"> Ability to work under pressure, plan, prioritise workload to manage competing tasks and meet strict deadlines 	Essential	Application Form & Interview
	<ul style="list-style-type: none"> Ability to facilitate change and follows task/project work through to completion with effective results. 	Essential	Application Form & Interview
	<ul style="list-style-type: none"> Ability to communicate effectively in person, in writing and over the telephone 	Essential	Application Form & Interview
	<ul style="list-style-type: none"> Ability to work responsibly in dealing with confidential/sensitive information 	Essential	Application Form & Interview
Knowledge	<ul style="list-style-type: none"> A relevant First Degree or equivalent qualification 	Essential	Application Form
	<ul style="list-style-type: none"> At least BCC level of WOFBI 	Essential	Application Form

	<ul style="list-style-type: none"> • Awareness of Health and Safety Issues 	Desirable	Application Form & Interview
Skills	<ul style="list-style-type: none"> • Excellent working knowledge of Microsoft Excel & Word 	Essential	Application Form & Test
	<ul style="list-style-type: none"> • Strong organisational skills 	Essential	Interview
	<ul style="list-style-type: none"> • Excellent interpersonal skills 	Essential	Interview
	<ul style="list-style-type: none"> • Good level of financial and numerical skills with an above average level of accuracy, consistency and attention to detail. 	Essential	Interview & Test
Attitudes	<ul style="list-style-type: none"> • A self-motivated and purpose driven individual 	Desirable	Interview
	<ul style="list-style-type: none"> • Positive approach to customer care and service delivery 	Desirable	Interview
	<ul style="list-style-type: none"> • Willingness and ability to be flexible 	Essential	Interview
	<ul style="list-style-type: none"> • Strong sense of integrity and personal commitment to World Mission Agency's mission "liberating men from all oppressions of the devil" 	Essential	Application Form & Interview

