

Person Specification – Assistant Finance and Operations Officer

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> • 2-3 years of experience in an accounts/finance and administrative role. • Educated to at least SCQF Level 5–6 (e.g. National 5s, Highers, SVQ, or equivalent experience). 	<ul style="list-style-type: none"> • A relevant qualification in finance, accounting, business administration, or operations. • Working towards or willingness to work towards a finance or administration qualification.
Knowledge	<ul style="list-style-type: none"> • Understanding of finance processes such as purchase ledger, sales ledger, expenses, and record-keeping. • Experience using finance systems such as Sage or similar accounting software. • Knowledge of good administrative practice, including maintaining accurate digital records. • Awareness of confidentiality, data protection, and handling sensitive information appropriately. • Understanding of the importance of compliance, consistency, and accuracy in operational processes. 	<ul style="list-style-type: none"> • Knowledge of charity or third-sector working environments. • Awareness of HR administrative processes and/or Health & Safety requirements.
Abilities and Skills	<ul style="list-style-type: none"> • Strong organisational skills with the ability to manage competing priorities. • High level of accuracy and attention to detail. • Confident IT skills, including Microsoft Office (Word, Excel, Outlook) and digital systems. • Ability to work both independently and as part of a team. 	<ul style="list-style-type: none"> • Experience supporting finance reporting or reconciliations. • Ability to learn new systems quickly and adapt to change. • Experience working in a hybrid or flexible working environment.

	<ul style="list-style-type: none">• Clear written and verbal communication skills.• Ability to manage confidential information with discretion and professionalism.• Problem-solving skills with a practical, solutions-focused approach.	
Personal Qualities	<ul style="list-style-type: none">• Proactive, positive, and approachable.• Committed to teamwork and mutual support.• Willingness to learn, develop, and continuously improve.• Values-driven, with a genuine commitment to the organisation's mission.• Reliable and dependable, with a strong sense of responsibility.• Open to new ideas and confident contributing suggestions for improvement.	