

# SENTENCING ACADEMY

## Person Specification

<b>Job title</b>	Finance and Operations Administrator
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### **Essential:**

- Strong written and communication skills.
- Excellent IT skills including Word and Excel.
- Flexible and adaptable to changing demands.
- Able to manage own time well and work independently.
- Keen attention to detail.
- Ability to present information clearly.
- Experience of supporting financial and administrative functions within a small organisation.
- Good interpersonal skills and track record as a team player.
- Commitment to Equity, Diversity, and Inclusion (EDI).
- Excellent organisational skills, ability to deliver on time and attention to detail.

### **Desirable:**

- Experience of using online accounting software Xero and Microsoft 365 including Teams and Outlook.
- Knowledge and experience working in a HR capacity.
- Experience of working in the charitable sector.
- Administrative experience of a WordPress website.