

EAST ST ARTS

Finance Administrator: Person Specification

Essential

- Excellent numerical skills.
- Ability to understand financial information.
- Experience of providing excellent customer service.
- Attention to detail.
- Ability to multitask and deal with conflicting priorities.
- Quick learner and the ability to learn new skills and systems.
- Educated to A level or equivalent in suitable subject area
- At least two years experience of managing project budgets.
- Confident user of IT systems and databases with demonstrable experience in using databases to capture and manage data.
- To have the ability to produce structured and detailed reports using complex Excel data, as well as providing considered and insightful analysis.
- Excellent communication skills.
- Work unsociable hours at times.

Desirable

- Financial management qualifications.
- Experience of producing statutory and management accounts.
- Extensive experience of financial software (SAGE or equivalent)
- Demonstrable understanding of a purchase ledger / accounts payable function.
- Experience of working with charities.
- Knowledge of Leeds.
- Knowledge of Arts Sector.