



## **Alpha Inclusion and Communication**

### **Person Specification**

**JOB TITLE:** Finance and Administration Team Lead

#### **ESSENTIAL REQUIREMENTS:**

##### **Knowledge & Experience**

- Experience managing a finance or administration team
- A qualification in finance, AAT level 3 or equivalent
- Experience in developing financial procedures and policies
- Experience of setting and managing budgets
- Experience of onboarding new staff
- Experience of overseeing the smooth running of administrative functions
- A working knowledge of Microsoft Office applications or equivalent including the following: Quick Books, email Outlook, Word, Excel, Internet Explorer or equivalent.
- Have a willingness to learn new applications and technology as appropriate.
- Able to demonstrate knowledge and/or experience of equalities and diversity issues.

##### **Abilities & Aptitudes**

- Excellent interpersonal skills
- Excellent organisational skills
- A great sense of humour
- A solution-focused approach to problem solving and development
- Excellent written communication skills
- Ability to engage constructively with, and relate to, a wide range of professionals.
- Ability to handle difficult situations with sensitivity and confidentiality
- Ability to exercise initiative and work independently.
- Ability to work to tight deadlines and manage own diary
- Ability to remain calm under pressure
- Flexible, adaptable and with a positive, solution-focused attitude

#### **DESIRABLE REQUIREMENTS:**

- Knowledge and experience of producing proposals for commissioned services to public sector clients.



- Knowledge of the complexities of managing a remote workforce.
- A current UK driving licence which includes the ability to drive vehicles in Class B1 (up to and including vehicles of 3,500kg).
- Experience of leading through change.

### **SPECIAL CONDITIONS**

The post holder is subject to a basic DBS check. The post holder must hold a full driving license (see above) and may be expected to work at various locations across the county and on occasion venues across the UK.