



Person Specification: Finance Assistant

	Essential	Desirable
Education	<p>GCSE Maths Grade B/5 or above</p> <p>GCSE English Grade C/ 4 or above</p>	
Work experience	<p>Experience of team work</p>	<p>Bookkeeping experience</p> <p>SAGE/ other payroll experience</p> <p>Christian mission charity experience</p>
Abilities	<p>Strong administrative skills, including competent use of Microsoft Office applications, email and internet</p> <p>High level of attention to detail</p> <p>Ability to work under pressure to tight deadlines</p> <p>Good grasp of team work and effective administrative processes in a professional environment</p> <p>Consistent and structured approach to work</p> <p>Self-starter: able to anticipate and initiate projects</p>	<p>Previous experience of using CODA Dream or other integrated ledger system finance software</p> <p>Good understanding of UK Christian context and cross-cultural mission</p> <p>Good written and verbal communication skills</p>
Motivation	<p>Enjoys working to high standards</p> <p>Supportive of OMF's mission and objectives</p>	<p>Passion for world mission</p>

<p>Personality</p>	<p>Naturally organised – enjoys putting things in order and completing tasks</p> <p>Friendly and courteous towards colleagues, suppliers and supporters</p> <p>Respecting of authority and responds well to constructive criticism</p> <p>Positive – can-do attitude</p>	<p>Resilience and ability to maintain integrity under pressure</p>
<p>Circumstances</p>	<p>Able to commute daily to OMF National Office, Borough Green, Kent</p> <p>To work occasional evenings/ weekends to cover meetings/ conferences</p>	<p>Able to undertake occasional brief trips in the UK and attend several weekend conferences each year (in lieu time off will be granted)</p>