

## **Administration and Finance Officer**

### **Person Specification**

#### ***Essential***

- Minimum two years' experience in similar or relevant job to this post
- Relevant training for the post
- Experience of general administration and finance management
- High level of diplomacy, discretion and accuracy
- Pleasant and courteous manner
- Good organisational skills and ability to effectively prioritise workload, working to tight deadlines
- Ability to achieve targets
- Good written and verbal communication skills
- Good interpersonal and networking skills
- Ability to work within a team
- Good presentation skills
- Self-starter and able to work independently
- Able to work flexibly in accordance with the needs of the Centre, this may include occasional evenings
- High level of proficiency in the use of MS Office Suite and good working knowledge of IT
- Familiarity with basic accounting functions such as invoicing, ledgers and payroll
- Reliable

#### ***An Advantage***

- Experience of working with SAGE accounting software
- Good knowledge of Microsoft Access or other databases and a financial management software
- Experience of report writing
- Flexible and enthusiastic
- Resourcefulness and creativity.
- Educated to graduate level or equivalent

***Dr. Maxim de Sauma***  
***CEO & Clinical Director***  
**November 2018**