

# **ANA LIFFEY DRUG PROJECT**

## **PERSON SPECIFICATION: Finance and Administration Worker**

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This person specification sets out the various criteria which are essential or desirable for the post and by which we will assess your application.

### **1. EXPERIENCE**

- 1.1 Experience working with TAS Books or a similar accounting software package [Essential]
- 1.2 Experience working with SAGE Micropay or a similar payroll software package [Essential]
- 1.3 Experience of using MS Office for data management and report writing [Essential]
- 1.4 Experience preparing tax returns for filing with the Revenue Commissioners [Desireable]
- 1.5 Experience in finance, procurement and/or office administration [Desireable]
- 1.6 Experience working in the NGO sector [Desireable]

### **2. QUALIFICATIONS**

- 2.1 A relevant third level qualification or professional qualification [Essential]
- 2.2 A full clean driving license [Desirable]

### **3. KNOWLEDGE**

- 3.1 Demonstrates knowledge of financial record keeping and payment processing.
- 3.2 Demonstrates knowledge of payroll and Revenue tax returns.
- 3.3 Demonstrates knowledge of procurement processes.
- 3.4 Demonstrates knowledge of the challenges of the not-for-profit sector.

#### **4. SKILLS AND ABILITIES**

- 4.1 Diligent and meticulous record keeping.
- 4.2 Strong communication and inter-personal skills at all levels.
- 4.3 Strong IT skills with a strong command of Excel, Word and financial software.
- 4.4 Proven organisational skills with the ability to prioritise needs and objectives.
- 4.5 Ability to maintain accurate records and identify errors, omissions and irregularities
- 4.6 Ability to use initiative; apply sound decision making skills, and to make assessments of the needs of stakeholders.
- 4.7 Ability to act calmly in emergencies and respond in a professional manner to challenging and stressful situations
- 4.8 Ability to work within Ana Liffey structures.

#### **5. ATTITUDE**

- 5.1 Enthusiastic and committed to providing high standards of services for people who use the Ana Liffey.
- 5.3 A team player committed to consultative ways of working.
- 5.4 Friendly, approachable and flexible, with a “can do” approach to working.
- 5.5 Commitment to participate in supervision and in training and development.
- 5.6 Commitment to working within an environment which promotes Equal Status and has regard for the Health and Safety of others.

#### **6. CONTRACTUAL**

- 6.1 To work off site as necessary (within Ana Liffey’s guidelines).
- 6.2 To work anti-social hours as required.