

PERSONNEL SPECIFICATION – Administration & Finance Assistant

QUALIFICATIONS

ESSENTIAL

- Minimum HNC Accountancy or equivalent

DESIRABLE

- HNC Business Admin or equivalent
- IT
- Customer Service

EXPERIENCE & ABILITIES

ESSENTIAL

- Proficient in the use of Sage Accounting Packages
- Experience of Purchase and Sales Ledger
- Proficient in the use of Microsoft Office (Excel & Word)
- Providing administrative support
- Front of house reception duties

DESIREABLE

- Experience in Debt Management
- Experience of working in a childcare organisation

PERSONALITY

- Warm, caring & kind nature with a passionate interest in going the extra mile to support our families with their childcare accounts (making payments, keeping them abreast of changes to their childcare, supporting them through financial difficulty)
- Bright, cheerful, approachable and gets on well with other people
- Strong work ethic
- Passion for continual improvement
- Confident and professional
- Commitment to Indigo Values
- Flexible, open minded and reflective individual

SKILLS

ESSENTIAL

- Leadership skills
- Excellent organisation skills
- Good concentration skills and ability to focus on the task at hand

• Highly trustworthy and honest
• Ability to build and maintain trusting relationships with families and colleagues,
• Ability to work on own and as part of a team
• Ability to deliver on deadlines
• Excellent communicator, confident & enthusiastic
• Excellent Customer Service Skills
• High level of personal integrity and confidentiality
DESIREABLE
• Driver