



PERSON SPECIFICATION

Job Title:	Accounts Clerk	Location:	Watford, England
Organisation:	British Union Conference of Seventh-day Adventists	Level	RQF Level 2-3
Department:	Treasury	Time:	Full-time (36.75hr p/w) <i>Will consider part-time job-share</i>
Responsible to:	Executive Treasurer / CFO	Gross Annual Salary (regional weighting included):	£21,882 - £27,850 (full-time) Regional Weighting included

Competency	Essential	Desirable	Method of Assessment
Qualifications:	<ul style="list-style-type: none"> GCSEs (or equivalent) level with good standard of numeracy and literacy. 	<ul style="list-style-type: none"> A-Levels with good standard of numeracy or literacy. Other Bookkeeping, Accounting or Finance Qualifications. 	<ul style="list-style-type: none"> CV Certificates
Experience and Knowledge:	<ul style="list-style-type: none"> Experience and working knowledge of IT tools such as Microsoft Word, Excel, Power Point, etc. Capability to learn new software and systems quickly. Ability to maintain a high level of confidentiality and accuracy. 	<ul style="list-style-type: none"> Appropriate level of GDPR and data protection security awareness and confidentiality. Previous experience in an administrative or clerical role. Previous experience of working with faith-based organisations: for example, churches 	<ul style="list-style-type: none"> CV Interview References
Skills:	<ul style="list-style-type: none"> Ability to work as part of a multidisciplinary team and establish good working relationships at all times. Strong administrative and organisational skills. Demonstratable success in planning and management of routine work. Ability to handle multiple tasks and meet deadlines. Effective verbal, listening and communication skills. Excellent grasp and use of English. Attention to detail and accuracy. Ability to work and act on own initiative. 	<ul style="list-style-type: none"> Experience in using multiple filing systems. Experience in change implementation. 	<ul style="list-style-type: none"> CV Interview References

<p>Personal Qualities:</p>	<ul style="list-style-type: none"> • Excellent interpersonal, analytical and problem-solving skills. • Highly motivated to work. • Able to effectively manage tasks to schedules and tight deadlines under pressure. • Well organised, methodical and accurate in all aspects of work. • Able to prioritise and manage own and other workloads. • Motivated to continue professional development. • A flexible, responsible, and responsive attitude. • Courteous and effective when dealing with people, exchanges information in a tactful and diplomatic manner and communicate effectively at all levels. • Regularly demonstrate a positive attitude when engaging members and members of the public ensuring that their needs are managed appropriately. • Integrity and honesty when handling financial and other confidential information. • Possess cultural awareness and sensitivity. • Willingness to be flexible and provide cover within the team. • Adaptability to changing work practices. • Willingness to learn. • Work well under pressure. • Demonstrate sound work ethics. 	<ul style="list-style-type: none"> • Sympathetic to the ethics and doctrines of the Seventh-day Adventist Church. 	<ul style="list-style-type: none"> • Interview • References
<p>Equal Opportunities</p>	<ul style="list-style-type: none"> • Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs. 	<ul style="list-style-type: none"> • Experience working in a diverse team. 	<ul style="list-style-type: none"> • Interview • Reference