

Qualifications and experience

	Cashier	Book-keeper	Accountant/ Financial Controller
Experience of the tasks on the job description (see: Task List)	Essential	Essential	Essential
Numerate, methodical and accurate	Essential	Essential	Essential
Honest and trustworthy	Essential	Essential	Essential
Familiarity with both an accounting package and Excel, indicating an ability to learn the organisation's accounting software, if different.		Essential	Essential
Experience of recruiting staff and providing one-to-one training			Essential
Supervisory and management experience			Essential
Experience of setting up financial systems in emergencies			Essential
Able to communicate effectively			Essential, verbally and in writing
Formal accounting qualification			Highly desirable