

## **PERSON SPEC**

- 1) To be able to work independently and to maintain good time management.
- 2) To be able to work accurately both in terms of recording and administration.
- 3) To be a good communicator.
- 4) To be confident in the use of the computer both in Word and Excel spreadsheets, and able to input information in online and paper forms.
- 5) To be numerate and able to input financial information onto church finance system (training will be provided)
- 6) Able to check to check if payments have been made and to invoice and chase up payments as required.
- 7) Whilst not requiring the person to be a practicing Christian the person appointed needs to be willing and able to support the aims and objectives of St Giles' church.