



**Community Development
& Health Network**

Administration and Finance Officer Person Specification

Title: Administration and Finance Officer

Hours: 24 hours

Location: CDHN, Mill Street, Newry

	Essential Criteria	Essential Criteria	Desirable Criteria
Education and Training	<ol style="list-style-type: none">1. 5 GCSE's or equivalent including English and Maths2. Word processing RSA stage 11 or equivalent3. A third level qualification or equivalent in a relevant discipline4. Access database training	X 	X
Experience	<ol style="list-style-type: none">1. 2 years' experience (or part time equivalent) of providing administrative support in an office environment2. 2 years' experience in finance administration – including use of finance packages such as SAGE or Quick Books3. Experience of using Microsoft Access database system4. Preparing documents such as letters and reports5. Taking minutes of meetings, producing summary notes from events and meetings	X 	X
Knowledge	<ol style="list-style-type: none">1. All Microsoft packages, particularly Access and Excel2. Understanding of the community and voluntary sector	X 	X

	3. Understanding of community development and community health		X
Skills	1. Communicate effectively and professionally with a range of stakeholders	X	

Please note: Short listing Criteria

Shortlisting will be carried out on the basis of the essential criteria set out above, using the information given on the application form. Desirable criteria may also be applied, depending on the volume of applications received. You should therefore address the requirements when completing the application form, as failure to do so may result in you not being short-listed.