

## Person Specification



**Job Title:** Finance and Donor & Supporter Care Team Assistant

**Department:** Finance

**Location:** Warwick

**Responsible to:** Management Accountant

Attributes	Essential	Desirable
<b>Educational / Professional Qualifications</b>	Educated to GCSE standard with a good level of numeracy and literacy	Data / data processing qualification
<b>Previous Experience</b>	Office work experience  Experience of working with IT packages including Microsoft Excel  Experience of working with data  Customer service / supporter care experience	Experience in an accounts department  Experience of working with volunteers  Experience of working in a charity / fundraising environment  Experience of using a CRM database
<b>Skills and Attributes</b>	Strong organisational and numerical skills  Good team player  Good communicator with the ability to communicate with a variety of people  Basic Microsoft Excel skills  Ability to work to a tight deadline  High level of accuracy  Strong attention to detail	
<b>Other</b>	The right to work in the UK	