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|  | **Essential** | **Desirable** |
| **Knowledge and experience** |  |  |
| Experience using QuickBooks or similar equivalent bookkeeping/accounting software (eg. Xero, Sage) | P |  |
| Experience using Microsoft 365 software (particularly Excel spreadsheets) or equivalent | P |  |
| Experience working in a mental health setting |  | P |
| Experience of working for a charity |  | P |
| **Skills and abilities** |  |  |
| Ability to work with data and numbers accurately | P |  |
| Ability to work systematically and methodically | P |  |
| Ability to learn how to use bespoke IT systems (training provided) | P |  |
| Ability to manage own workload and prioritise tasks to meet the needs of the organisation | P |  |
| Ability to work as a member of a team and independently | P |  |
| Ability to appreciate, understand and value diversity in a non-judgmental manner | P |  |
| Ability to build good and effective relationships with colleagues, practitioners, and external providers | P |  |
| **Attitudes and values** |  |  |
| A persistent and creative approach to problem-solving | P |  |
| A calm, patient and professional approach when responding to support queries | P |  |
| An understanding that people respond differently to different modes of communication and an ability to adapt communication styles to respond to these differences  | P |  |
| Commitment to BTC's charitable aims and values, including equality, diversity and anti-discriminatory practice | P |  |
| Willing to embrace flexible working patterns, including remote working | P |  |

**Person Specification: Finance and Technology Administrator**