



HOMELINK FINANCE ASSISTANT PERSONAL SPECIFICATION

ESSENTIAL

- ◆ be in sympathy with the Christian values which underlie the work of HOMELINK
- ◆ good communication and liaison skills (including letter writing)
- ◆ enjoy working alone and with a small team of volunteers
- ◆ good office organisational skills, record keeping, database, forward planning
- ◆ ability to work easily and accurately with numbers and other financial data
- ◆ experience of, and competence in managing, Microsoft Excel and Word applications
- ◆ understanding of the need for sensitivity & confidentiality in handling personal data
- ◆ willingness to work flexible hours by arrangement with the Treasurer and Service Manager
- ◆ internet access

DESIRABLE

- ◆ understanding of homelessness
- ◆ good knowledge of Lewes District area
- ◆ presentation skills