

## DIVERSE CYMRU

### PERSON SPECIFICATION

**POST TITLE:** Senior Direct Payments Payroll and Managed Accounts Officer

**POST REF:** NPT1

**SUMMARY OF JOB:** Providing both clerical and administrative support to Diverse Cymru, either as part of a team or individually. Providing relevant support for training and events carried out and planned by Diverse Cymru. Administration of Diverse Cymru's contact database.

Diverse Cymru is an Equal Opportunities Employer and requires its employees to believe in equality and the rights of all people, both in terms of equal opportunity for employment and access to services. We are committed to making reasonable adjustments to the job role and working environment so that disabled people have access to job opportunities or current employees can continue working where they develop a disabling condition.

ATTRIBUTE	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	HOW IDENTIFIED
<b>EDUCATION / TRAINING</b>	<ul style="list-style-type: none"> <li>• High school diploma generally required</li> <li>• Willing to undertake training as required.</li> </ul>	Evidence of personal development in the last two years.	Certificates Application form & Selection Process.
<b>KNOWLEDGE / EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Knowledge of administrative and clerical procedures</li> <li>• Knowledge of computers and relevant software applications</li> <li>• Website skills including knowledge and experience of using content management systems</li> <li>• Database skills</li> <li>• Experience of liaising with people from a variety</li> </ul>	<p>Knowledge of accounting/financial management and accurate book keeping skills</p> <p>Understanding of the voluntary sector/social care provisions.</p>	Application form & Selection process

	<p>of backgrounds</p> <ul style="list-style-type: none"> <li>• Ability to deal with queries from internal and external bodies and users/carers with tact and diplomacy.</li> </ul>		
<b>CIRCUMSTANCES/ PERSONAL</b>	<ul style="list-style-type: none"> <li>• Must be legally entitled to work in the UK.</li> <li>• No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required as appropriate.)</li> <li>• If driving is a feature of this post – must have access to licensed vehicle and appropriately insured (e.g. business use)</li> </ul>		<p>Selection process.</p> <p>Sight of appropriate documentation as specified in interview letter</p>
<b>PRACTICAL AND INTELLECTUAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Good verbal and written communication skills</li> <li>• Professional personal presentation</li> <li>• Customer service orientation</li> <li>• Attention to detail</li> </ul>		<p>Application form &amp; Selection process</p> <p>Selection process.</p>
<b>DISPOSITION/ ADJUSTMENT/ ATTITUDE</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Ability to work on own initiative, prioritise, plan and organise own workload.</li> <li>• Reliability</li> <li>• Candidates should indicate an acceptance of and commitment to the principles underlying Equality, Inclusion and Diversity legislation, policies and practices.</li> </ul>		<p>Selection process</p>

	<ul style="list-style-type: none"><li>• They should be able to display a positive approach to achieving practical solutions to equality and diversity.</li><li>• They should demonstrate an awareness of fairness, equality &amp; diversity issues in relation to their chosen area of work.</li></ul>		
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