

## Personal Specification – Parish Finance Support Officer

### PERSON SPECIFICATION

Candidates do not need to be practising Catholics but should be sympathetic to the aims and values of the Catholic Church. Experience and skills in the following areas should be demonstrated:

#### **Relevant Experience**

General understanding of bookkeeping would be advantageous

#### **Skills and Attributes**

Be able to:

- Work as part of a team
- Work on own initiative
- Convey information to others in a simple and unambiguous way

**Have good:**

- IT skills
- Interpersonal skills
- Numeracy skills