

# Co-op Member: Finance + HR Teams



## PERSON SPECIFICATION

E = Essential

D = Desirable

### **Skills**

Excellent communication and listening skills	E
Ability to work independently and as part of a small team	E
Ability to design and follow systems and procedures for effective working	E
Ability to handle complexity and problem-solve within an evolving business	E
Excellent numeracy skills	E
Good literacy skills	E
Ability to manage time and workload effectively, prioritise tasks and meet deadlines in a busy work environment	E
Excellent IT skills and ability to use complex spreadsheets	E
Ability to keep clear records and communicate relevant information	E
Ability to work in a non-hierarchical team	E
Great customer service skills	D

### **Knowledge**

Understanding of and support for the co-operative values	E
Understanding of financial systems, policies and procedures	E
Knowledge of HR and employment legislation	D
Clean and tidy with knowledge of food safety and hygiene	D
Good knowledge and understanding of bread, including sourdough	D

## **Experience**

Experience of using Quickbooks Online (or other online accounts software)	E
Experience of financial management, including forecasting, modelling and reporting	E
Experience of costing and planning staffing levels	E
Experience of overseeing staff and/or providing support to colleagues	D
Experience of payroll and employee deductions	D
Experience of working in a small business environment	D
Experience of developing policies, systems and procedures	D

## **Personal qualities**

Observant and diligent with excellent attention to detail	E
Reliable and conscientious attitude to work	E
Willingness and ability to take part in making decisions with co-workers	E
Friendly, calm and helpful attitude towards others	E
Self-motivated, able to work unsupervised and use initiative	E
Ability to respond to and help resolve issues as they arise	E
Passionate about good food	D

## **Qualifications**

Full, clean driving licence held for at least 2 years	D
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