

Finance intern - Person Specification

The following are considered essential or desirable for this post:

	Essential	Desirable
Skills and Knowledge	<p>Awareness of basic accounting principles.</p> <p>Methodical and organised approach to work and commitment to accuracy</p> <p>IT literate with a capacity to use Accounting software</p> <p>Good command of Microsoft Office software including Microsoft Excel</p> <p>Ability to work to deadlines and multi-task under pressure</p>	<p>Capable of working under own initiative</p>
Experience	<p>Successful delivery of objectives</p>	<p>Health sector experience e.g. general practice surgery</p> <p>Voluntary sector experience and understanding</p> <p>Experience of living, working or travelling in developing countries</p>
Organisational Skills	<p>Excellent administration and organisation skills</p> <p>Ability to cope with normal work pressures</p> <p>Willingness to take ownership and accountability</p>	<p>Willingness to develop new skills and ideas and promote these in the working environment</p>

<p>Communication & People Skills</p>	<p>Excellent communication skills, both orally and in writing and confidence liaising and communicating with colleagues, client agencies and individuals</p> <p>Awareness of confidentiality ethics</p>	<p>Ability to convey and receive complex and sensitive information</p>
<p>Values and style</p>	<p>Wholly in sympathy with InterHealth's Christian ethos</p> <p>The willingness to work in a multidisciplinary team and with flexibility</p> <p>Friendly outgoing manner with ability to empathise with InterHealth's wide range of clients</p> <p>Collaborative and inclusive style of working</p>	<p>Interest in and/or commitment to relief and development and mission sectors</p>