

Person specification **Treasurer**
Hillcrest Advice Bureau and Bursary Fund



Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Tertiary level Financial Management qualification 	<ul style="list-style-type: none"> Post Grad level Financial Management qualification 	Application
Skills	<ul style="list-style-type: none"> Book-keeping Report writing Financial Management Preparation of budgets Preparation of financial statements Drafting and Management of financial procedures Fluency in English 	<ul style="list-style-type: none"> Experience with Xero Fluency in isiZulu Ability to explain financial matters to the layman 	Application
Experience	<ul style="list-style-type: none"> Minimum 5 years experience in a financial management position 	<ul style="list-style-type: none"> Experience within the NPO sector 	Application
Personal attributes	<ul style="list-style-type: none"> Value alignment with those of HABandBF: kindness, empathy, a belief in a hand up not a hand out to break the cycle of poverty Ability to work professionally with volunteers Trustworthiness 		Interview & Reference
Availability	<ul style="list-style-type: none"> Willingness to work on an ad hoc basis Attendance at AGM and Board meetings 		Interview

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