



## PERSON SPECIFICATION

### FINANCE MANAGER AGE UK PLYMOUTH

Requirements	Essential	Desirable	How Demonstrated
Education and Training	Fully qualified CCAS accountant Evidence of continual professional development	Graduate level or equivalent qualification	Application form
Knowledge and Understanding	Experience of working with charities or Good understanding of charities  Excellent understanding of accounting processes and procedures  Commercial and business awareness, with experience of business development and growth  Knowledge of best practice in financial procedures and controls  Knowledge of Charity and Company Law in relation to statutory accounts and reporting  Knowledge of relevant HMRC legislation	A period of post qualification experience	Application form  Interview
Skills/Abilities	Excellent communication and presentation skills, and ability to build relationships and use influence internally and externally  Ability to use experience and judgement to provide sound advice to the Board, and colleagues, sometimes in the absence of complete information  Excellent time management skills with the ability to handle competing priorities and meet deadlines effectively  Ability to produce clear reports which inform strategic development	Previous experience of SAGE  Experience of Charity Log software  Experience in dealing with older or vulnerable people  Driving licence and availability of a vehicle for work purposes	Application form  Interview

	<p>Significant experience in initiating change processes and/or project management</p> <p>Significant experience in an accounting finance role</p> <p>Significant experience of effective use of an accounting package</p> <p>Significant experience of managing payroll</p> <p>Experience of supporting or successfully securing funding from external organisations or individuals</p> <p>IT/digital literate, including advanced Excel, with evidence of higher level IT skills</p>		
Attitude and Approach	<p>Experience of managing, motivating and leading staff</p> <p>Strong team player with a friendly personality</p> <p>Self -motivated with an ability to use own initiative</p> <p>Prepared to take on additional duties and responsibilities to support the growth of the organisation</p> <p>Good listener also prepared to offer suggestions and advice</p> <p>Flexible and adaptable to the needs of the organisation and team</p> <p>Problem solver with outcomes focussed approach</p> <p>A total commitment to equal opportunities</p>	<p>Understanding and commitment to work with the charitable ethos of the organisation</p> <p>Willingness to continue to learn and professionally develop</p>	<p>Application form</p> <p>Interview</p>
Other Relevant Factors	<p>DBS disclosure required if successfully appointed</p>		<p>Application form</p> <p>Interview</p>