



PERSON SPECIFICATION

HEAD OF FINANCE AGE UK PLYMOUTH

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