

PERSON SPECIFICATION

JOB TITLE	Finance Lead and Manager
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	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT (Application / Interview/ Assessment)
QUALIFICATIONS	<p>Qualified accountant (ACA, ACCA, CIMA, CIPFA); or a part-qualified accountant with experience of financial management at a senior level</p> <p>Evidence of CPD</p>		APPLICATION
KNOWLEDGE	<p>Knowledge of financial processes, policies, standards, legislation</p> <p>Advanced technical accounting practice and expertise</p> <p>An understanding of good practice in charity financial management</p> <p>An understanding of the range of income types for charitable organisations</p> <p>A comprehensive understanding of the requirements and regulations of the charity commission</p> <p>Proficient in the use of financial systems and Microsoft Office software</p> <p>Political awareness and sensitivity</p> <p>A strong understanding of all aspects of financial management for an organisation (e.g. budgeting, reporting, controls, treasury etc)</p>	Knowledge of NHS funding	APPLICATION/ INTERVIEW
			APPLICATION/ INTERVIEW

SKILLS AND PERSONAL ATTRIBUTES	<p>Ability to demonstrate effective verbal, written, numeric reasoning and presentation skills</p> <p>Ability to demonstrate effective influencing, negotiation and communications skills</p> <p>Ability to learn and adapt behaviours quickly</p> <p>Ability to motivate and lead a team to achieve objectives</p> <p>Ability to think strategically and commercially and contribute to the planning and direction of an organisation</p> <p>Able to turn good ideas into action to deliver results</p>		
EXPERIENCE	<p>Experience in finance in a complex multi- professional organisation</p> <p>Successfully lead a team responsible for the delivery of a programme/project to improve services</p> <p>Experience in the charitable sector at a senior level</p> <p>Experience of compliance with the charity commission</p>		APPLICATION/ INTERVIEW
SPECIFIC JOB REQUIREMENT	<p>Self-motivated</p> <p>Objective, calm, collected and confident under pressure</p> <p>Flexible</p> <p>Professional</p> <p>Honest</p> <p>High degree of personal integrity</p> <p>Positive and enthusiastic</p> <p>Organised and methodical</p>		APPLICATION/ INTERVIEW



	Committed to developing self and others Value diversity		
OTHER	Car driver/ means of independent travel to various work settings across a wide geographical area.		APPLICATION