

Person Specification: Finance Manager

Category	Essential/ desirable	To be assessed by (A) Application form (I) Interview (T) Test
Qualifications		
Relevant Accountancy qualification minimum for the role is fully qualified AAT but it would be preferable if they were ACA, ACCA or ACMA qualified.	E	A
Technical / Specialist knowledge		
Development of financial strategy and financial scenario modelling	E	A/I
Management accounting , budget development and cashflow forecasting for programme/project based activity	E	A/I
Development of full cost recovery models	E	A/I
Knowledge & understanding of the Grant and contract funding environment for third sector organisations	D	A/I
Charitable company accounting requirements	E	A/I
Maximisation of charitable income (eg tax efficiency, supporter income)	E	A/I
Highly effective current ITC knowledge – in particular advanced MS Excel skills and accounting packages (ideally Xero)	E	A/I/T
Knowledge and understanding of value for money and Social Return on Investment evaluation and reporting	D	A/I
Working knowledge of Data Protection and/or Health & Safety requirements for small businesses	D	A/I
Knowledge & understanding of the environment for Arts organisations in the UK	D	A/I
Aptitude/ Skills		
Ability to develop and maintain strong financial controls and systems	E	A/I/T
Ability to present complex financial information clearly and unambiguously to non-finance people	E	A/I/T
Ability to research, analyse and assess financial risks and other developments quickly, to provide options and recommendations	E	A/I
Personal qualities		
Personable, friendly and confident team member	E	A/I
Independent, self-starter, able to manage your own workload with commitment to delivery of the overall organisational objectives	E	A/I/T
Flexible enthusiastic 'can-do' approach	E	A/I
Excellent customer service skills, able to build positive, productive relationships with a wide range of people	E	A/I
Committed to own development in the role	E	A/I
Experience		
Experience of a similar role in a comparably sized organisation	E	A
Experience of the charity/ voluntary sector	D	A

Experience of accounting with restricted funds	E	A
Contributing to Strategic/ business planning in similar sized third sector organisations	D	A/I
Other requirements		
Ability to work safely and confidentially via web-based access at home	E	A/I
Attendance at evening Board meetings and other Board events (approx 6 x pa)	E	A/I
Ability to work up to 4 additional hours per week at very busy times	E	A/I