

# EMPLOYEE SPECIFICATION

NEWLYN  
ART GALLERY  
& THE  
EXCHANGE

## Senior Finance Manager

### Qualifications

1. A qualified accountant, preferably with either a Diploma in Charity Accounting or a CIPFA Certificate in Charity Finance & Accounting.

HD

### Knowledge/Skills/Abilities

Having a comprehensive understanding of Sage accounting software

E

Effective written and verbal communication skills

HD

Ability to work effectively under pressure

E

Able to motivate colleagues to ensure projects are delivered effectively

E

Have excellent interpersonal skills and ability to work effectively as part of a team

E

Good organisational and administrative abilities

E

### Experience

At least two years experience of working for a registered charity or in a similar context

HD

Experience of managing staff effectively

HD

### Special Requirements

Excited by the prospect of working with a small team to make a significant long-term impact on the financial health of the organisation.

E

Positive attitude to own continuing professional development

E

E – Essential

HD – Highly desirable

A – Advantageous