

EMPLOYEE SPECIFICATION

Senior Finance Manager

<p>Qualifications</p> <p>1. A qualified accountant, preferably with either a Diploma in Charity Accounting or a CIPFA Certificate in Charity Finance & Accounting.</p>	<p>HD</p>
<p>Knowledge/Skills/Abilities</p> <p>Having a comprehensive understanding of Sage accounting software</p> <p>Effective written and verbal communication skills</p> <p>Ability to work effectively under pressure</p> <p>Able to motivate colleagues to ensure projects are delivered effectively</p> <p>Have excellent interpersonal skills and ability to work effectively as part of a team</p> <p>Good organisational and administrative abilities</p> <p>Have a can-do attitude and be a determined problem-solver</p> <p>Have excellent inter-personal skills and demonstrate a high-level of attention to detail</p> <p>Experience</p> <p>At least two years experience of working for a registered charity or in a similar context</p> <p>Experience of managing staff effectively</p>	<p>E</p> <p>HD</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>HD</p> <p>HD</p>
<p>Special Requirements</p> <p>Excited by the prospect of working with a small team to make a significant long-term impact on the financial health of the organisation.</p> <p>Positive attitude to own continuing professional development</p>	<p>E</p> <p>E</p>
<p>E – Essential HD – Highly desirable A – Advantageous</p>	