

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



## PERSON SPECIFICATION

JOB TITLE: FINANCE MANAGER

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)						
			(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	Certificate	
Education & Qualifications	1	Good standard of education to GCSE level C or equivalent, particularly in english and mathematics	E	*						*
	2	Part Qualified Accountant/Qualified by experience	E	*						*

Experience	1	Extensive experience of working within a finance function	E	*	*					
	2	Experience in leading a finance team and staff development	E	*	*					
	3	Experience of managing and processing grant claims and associated procedures	D	*	*					
	4	Experience in producing and submission of VAT returns	E	*	*					
	5	Experience of Sage 200 financial software package	E	*	*					
	6	Experience of developing and operating financial systems and procedures, including audit compliance controls	E	*	*					

# GROUNDWORK

CHANGING PLACES

CHANGING LIVES



	7	Ideally, some experience of working in a voluntary sector organisation	D	*	*				
	8	Experience of producing budgets, forecasts, management accounts and statutory accounts	E	*	*				

<b>Knowledge</b>	1	Ability to produce and deliver complex financial information in a logical, user-friendly way	E	*	*				
	2	Knowledge of charity accounting	D	*	*				
	3	Knowledge and understanding of a Payroll provision	E	*	*				

<b>Personal Skills</b>	1	Excellent organisational and analytical skills to enable the provision of an effective and efficient financial service.	E	*	*				
	2	Strong attention to detail and able to produce work at a high level of accuracy with excellent planning and organisation skills	E	*	*				
	3	Committed to the provision and improvement of a quality service provision	E	*	*				
	4	Excellent oral and written communication skills and the ability to communicate effectively and positively with people at all levels in a friendly manner	E	*	*				
	5	Ability to work on own initiative, taking responsibility for task delivery to time and maintaining accuracy, only referring matters upwards as necessary.	E	*	*				

# GROUNDWORK

CHANGING PLACES

CHANGING LIVES



	6	Integrity and commitment to good governance	E	*	*				
	7	Excellent (Microsoft Corporate Applications) IT skills including advanced knowledge and integration of MS Excel with financial reports	E	*	*				
	8	Ability to maintain confidentiality	E	*	*				

<b>Additional Requirements</b>	1	Willingness to be flexible in work patterns and to fulfil occasional evening and weekend duties as the role demands	D	*	*				
	2	Ability to demonstrate an understanding and commitment to equal opportunities in practice	E	*	*				
	3	Full Driving Licence	D	*					
	4	An appreciation and commitment to Health and Safety issues in the workplace	E	*	*				