

## **Person Specification**

### **Assistant Chief Executive (Finance)**

---

#### **Essential Personal Attributes**

1. Well-organised, confident and self-motivated.
2. Adaptable, flexible and creative.
3. A desire and ability to work in and lead a team.
4. Good written and verbal communication skills.
5. Commitment to community based solutions to economic, social and environmental issues.

#### **Essential Professional Skills and Experience**

1. Accountancy qualification.
2. Experience at a senior level in the finance function of either a public or a private sector organisation.
3. Proven business and financial planning skills.
4. Proven managerial and administrative ability.
5. Line management skills.
6. Good communication and interpersonal skills.
7. Ability to analyse data and write concise reports.
8. Experience of training staff.
9. Experience of accounting and spreadsheet software.

#### **Desirable Skills and Experience**

1. Sage accounting software.
2. Recent Microsoft Office software.
3. Premises management.
4. ICT management.
5. Company Secretary.