

**Person Specification**  
**Head of Finance and Business Development**

	<b>Essential</b>	<b>Desirable</b>
<b>Skills, Knowledge &amp; Experience (Creativity, problem solving skills &amp; interpersonal skills)</b>	Accountancy qualification. AAT, ACA / ACCA / CIMA.	
	Experience of at least three years at a senior level in the finance function of either a public, private or charity sector organisation.	
	Track record of managing and reviewing VAT.	
	Track record of asset management e.g. IT, property, vehicles.	
	Experience of Sage accounting software and complex integrated budgets.	Management of payroll.
	Experience of data protection responsibilities.	
	Finance experience within the community charity sector.	Experience of Company Secretary responsibilities.
	Understanding of pension administration.	Experience of undertaking Charity Commission returns.
	Proven business and financial planning skills.	Experience at a senior level in ICT strategy and implementation in a small to medium sized enterprise (SME).
	Proven managerial and administrative ability.	
	Line management skills and experience.	
	Good communication, presentation, and interpersonal skills.	Microsoft PowerPoint software. Experience of training staff.
	Ability to analyse data and write concise reports.	
	Experience of communicating and managing internal processes for external audits.	
Experience of accounting and spreadsheet software. Excel essential.		

	Excellence in people management skills. Experience managing and motivating people and track record of evaluating the work of others, training development and guidance.	Knowledge of coaching / mentoring.
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<b>Personal attributes (Initiative, building, relationships, team working, equipment, data etc.)</b>	Ability to report to people at all levels, including trustees, colleagues, and decision makers.	
	Well-organised, confident, and self- motivated.	
	Analytical and attention to detail.	
	Adaptable, flexible, and creative.	
	A desire and ability to work in and lead a team.	
	Good written and verbal communication skills.	
	Commitment to charity-based services and prepared to go above and beyond to support the organisation.	
	Ability to work from the office as and when required.	
<b>Resource Management (Assets, finances etc.)</b>	Track record of monitoring, reviewing and developing financial management policies, procedures and systems.	
	Understanding of requirements for Charity accounting and SORP 2015.	

Due to the nature of the work involved, a satisfactory DBS check will be required.