



PERSON SPECIFICATION – Senior Finance and Administration Officer

Essential Criteria:

Education

- 1. A Qualified Accounts Technician with at least 3 years’ experience (from the closing date for applications) working in a finance role.

Experience and Knowledge

- 2. At least 2 years’ proven relevant experience working at a level reporting to Financial/Corporate Services Director, Chief Executive, Board of Directors or equivalent in the private, voluntary, community, or statutory sectors.
- 3. Have at least 3 years’ experience, gained within the last 5 years (from the closing date for applications), in the following, the specific dates for which must be provided:

(a) Financial Management (b) Management Accounting (c) Financial Accounting
- 4. Experience of managing both the development and operation of computerised financial information systems.

Skills and Abilities

- 5. Ability to work on own initiative, as part of a team, lead and motivate staff and adaptable to meet changing deadlines and achieve results.
- 6. Excellent interpersonal and communication skills with the ability to influence stakeholders on complex issues.

General

- 7. Demonstrable commitment to equality of opportunity.
- 8. Willingness to attend occasional evening meetings.

Desirable Criteria:

- 1. Full Membership of one of the following bodies or their equivalent:

Chartered Institute of Management Accountants	Chartered Association of Certified Accountants
Institute of Chartered Accountants in Ireland	Chartered Institute of Public Finance and Accountancy
Institute of Chartered Accountants in England and Wales	Institute of Certified Public Accountants in Ireland
Institute of Chartered Accountants in Scotland	

- 2. Proficient in the use of Sage 50C Software and online business banking
- 3. Knowledge of charity/public sector accounting requirements

North City Business Centre reserves the right to enhance the criteria for short-listing purposes in the event of a large number of applications being received