

PERSON SPECIFICATION – Finance and Administration Manager

Essential Criteria:

Education

1. A Qualified Accounts Technician/ Part Qualified Accountant from one of the recognised accountancy bodies

Experience and Knowledge

2. At least 2 years' proven relevant experience gained within the last 5 years working at a management level reporting to Financial/Corporate Services Director, Chief Executive, Board of Directors or equivalent in the private, voluntary, community, or statutory sectors.
3. At least 3 years' demonstrable experience, competence and knowledge in financial management:
 - Managing a budget in an organisation whose turnover is in excess of £1/2 million;
 - Preparation of financial/management accounts, budgets and forecasts
 - Financial Monitoring,
 - Audit preparation,
 - Financial Reporting

AND at least 1 years' experience in the following functional areas –

- Project development and management
 - Administrative support services
4. Experience In the development and implementation of procedures to support effective corporate governance including corporate planning and risk management procedures and compliance with relevant legislation, policies and procedures.
 5. Experience of financial and business planning, including annual estimates, business plans, and income generation.

6. Experience of managing both the development and operation of computerised financial information systems.
7. Experience and/or understanding of implementing good practice within a diversity/equal opportunities policy framework.

Skills and Abilities

8. Ability to design and implement governance frameworks and financial management structures and systems.
9. Ability to analyse, manage and present complex financial management information at senior management and board level.
10. Excellent interpersonal and communication skills with the ability to influence stakeholders on complex issues.
11. Proven ability to lead and motivate staff and achieve results.
12. Highly developed administrative and organisational skills and the ability to use computer software. e.g. Excel, Microsoft Word and Outlook.

General

13. Willingness to work unsociable hours at times and to attend occasional evening meetings.

Desirable Criteria:

1. Full Membership of one of the following bodies or their equivalent:
 - The Chartered Institute of Management Accountants
 - The Institute of Chartered Accountants in Ireland
 - The Institute of Chartered Accountants in England and Wales
 - The Institute of Chartered Accountants in Scotland
 - The Chartered Association of Certified Accountants
2. Knowledge of Sage 50C Software
3. Experience of the working with the requirements of Data Protection

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.