



PERSON SPECIFICATION – Finance and Administration Manager

Essential Criteria:

Education

1. A Qualified Accounts Technician or Part Qualified Accountant from one of the recognised accountancy bodies with at least 5 years' experience working in a financial management role.

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. 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 preparation of accounts in accordance with accounting standards.
Experience of budgeting of resources.
Experience of managing a team.
Experience of procurement processes.
Experience of developing systems and maintaining good governance including risk management.
5. Experience of managing both the development and operation of computerised financial information systems.

Skills and Abilities

6. Ability to work on own initiative, as part of a team, lead and motivate staff and adaptable to meet changing deadlines and achieve results.
7. Excellent interpersonal and communication skills with the ability to influence stakeholders on complex issues.
8. Highly developed administrative and organisational skills and a high degree of computer literacy.

General

9. Demonstrable commitment to equality of opportunity.
10. Willingness 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
 - The Chartered Institute of Public Finance and Accountancy
 - The Institute of Certified Public Accountants in Ireland
2. Proficient in the use of Sage 50C Software and online business banking
3. Knowledge of charity/public sector accounting requirements
4. Experiencing in managing an end to end payroll cycle
5. Experience of administrative support services
6. Experience of working with the requirements of Data Protection and Freedom of Information.

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.