

**TEACHERS' HOUSING ASSOCIATION LTD
PERSON SPECIFICATION**

FINANCE MANAGER

INTRODUCTION

This specification has been drafted to provide a clear and consistent method of selecting candidates for this post. It identifies the key skills, abilities and attributes which a successful applicant will demonstrate. Candidates applying for this post will need to demonstrate that they possess the required knowledge and have experience of successfully applying their skills.

| ATTRIBUTE | ESSENTIAL | DESIRABLE |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education / Attainments | <p>Relevant professional qualification e.g. CIPFA//CIMA/ACCA/ACA</p> <p>Minimum of three years accounting experience of which at least two must be post-qualification.</p> | |
| Job Knowledge / Experience | <p>Detailed experience of the production of, and reporting of, monthly management accounts including, income and expenditure account, balance sheet and cashflow, and performance indicators.</p> <p>Experience of managing the annual production of the budget for a complex organisation.</p> <p>Current knowledge of and experience of running payroll.</p> <p>Good experience of financial accounting systems and the use of MS Office with specific focus on Excel</p> <p>Highly numerate and analytical, with the ability to draw conclusions and develop recommendations</p> <p>High attention to detail and accuracy.</p> | <p>A minimum of two years' experience of working in the social housing sector</p> <p>Knowledge of The Regulatory Framework for social housing and other regulatory requirements.</p> <p>Experience of producing statutory accounts under FRS102.</p> <p>Experience of project management.</p> <p>Small company experience.</p> <p>Experience of developing and improving systems.</p> <p>Knowledge / experience of Brixx planning software.</p> |
| Special Aptitudes | <p>Able to attend meetings out of office hours as required.</p> <p>Demonstrable ability to achieve targets and improve performance.</p> <p>A flexible approach to hours given the seniority of the role.</p> <p>Ability to produce accurate and clear reports and working notes.</p> | |

| ATTRIBUTE | ESSENTIAL | DESIRABLE |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Personal Skills | <p>Good team-working skills and a willingness to champion and deliver excellent customer services.</p> <p>Able and willing to understand other roles within the department so that cover can be provided.</p> <p>Good oral and written communication skills</p> <p>Self-motivation, flexibility to adapt to changing circumstances.</p> <p>Good time management skills and ability to work under pressure as part of a team and on own initiative.</p> | |