

**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 two years' experience of running payroll, preferably Sage.</p> <p>Excellent experience of financial accounting systems and the use of MS Office with specific focus on Advance Excel skills including using pivot tables and Vlookup.</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>	