

### PERSONAL SPECIFICATION – HEAD OF FINANCE

| ATTRIBUTES         | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | DESIRABLE                                                                                                                                       | ASSESSMENT                    |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| QUALIFICATIONS     | <ul style="list-style-type: none"> <li>Qualified Accountant: ACCA, CIPFA, CIMA or equivalent</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                 | Application form<br>Interview |
| EXPERIENCE         | <ul style="list-style-type: none"> <li>Financial management, budgeting and forecasting</li> <li>Leading and managing a team</li> <li>Preparation &amp; delivery of financial strategies</li> <li>Working in charity, healthcare or other relevant environment</li> </ul>                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Strong delegation skills</li> <li>Experience of implementing change programs in the workplace</li> </ul> | Application form<br>Interview |
| SKILLS & KNOWLEDGE | <ul style="list-style-type: none"> <li>Preparing and monitoring performance against annual and longer-term budgets</li> <li>Ability to create accurate financial spreadsheets</li> <li>Compile, present and interpret monthly accounts</li> <li>Ability to report on and manage cashflow</li> <li>Demonstrable and extensive knowledge of financial systems</li> <li>Proficiency with financial software</li> <li>Preparation of statutory returns: PAYE, VAT, Gift Aid, Companies House</li> <li>Knowledge of Charity SORPS</li> </ul> | <ul style="list-style-type: none"> <li>Sage line50 &amp; Sage payroll</li> </ul>                                                                | Application form<br>Interview |
| APTITUDE           | <ul style="list-style-type: none"> <li>Ability to provide financial advice to Executive Leadership Team, Board of Trustees, Directors of the Trading Company</li> <li>Excellent Leadership skills</li> <li>Excellent communication skills</li> <li>Professional approach to work</li> <li>Experienced Team leader</li> <li>Excellent Organisational skills</li> </ul>                                                                                                                                                                   |                                                                                                                                                 | Interview                     |
| PERSONAL           | <ul style="list-style-type: none"> <li>Strong Attention to detail</li> <li>Ability to work as a member of a team</li> <li>Resilient, flexible and able to work under pressure</li> </ul>                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                 | Interview                     |