RONALD MCDONALD HOUSE GLASGOW

PERSON SPECIFICATION

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| **ATTRIBUTES** | ESSENTIAL | DESIRABLE |
| KNOWLEDGE & EXPERIENCE | Has experience in preparing annual and management accounts including reconciliations.  Has experience of using Sage 50 Accounting system.  Proficient in using Windows based packages including Microsoft Office - Word, Excel, Outlook, email.  Ability to work to timescales, prioritise workload, meet deadlines, and work under pressure | Has experience in preparing annual budgets, and monitoring results with Budget Holders.  Has previous experience of working in the not for profit sector.  Has previous experience on preparation of accounts in accordance with the latest Charity SORP.  Is able to prepare reports and proposals.  Understanding of the Ronald McDonald House Glasgow. |
| QUALIFICATIONS | Some Accounting qualification | Member of a CCAB accountancy Body |
| **LEARN & APPLY** | Is able to demonstrate a good analytical ability, through testing the effectiveness of systems and procedures and reporting on the results.  Is able to use and manipulate excel spread-sheets and  Management reports.  Is able to improve non-financial managers’ understanding of financial issues and their implications.  Is open to positive and consultative feedback from others.  Learns from experience, in order to develop continuously.  Actively identifies on-going learning needs and seeks a range of formal and informal learning opportunities to meet them. |  |
| **PROFESSIONALISM** | Makes a commitment to meeting people’s expectations, including those of the House Director and Management Team. |  |
| **PERSONAL**  **QUALITIES**  **ATTRIBUTES** | Ability to fit-in and work effectively as part of a small House team and contribute to team goals.  Professional in attitude, behaviour and practice.  Ability to produce work to a high degree of accuracy and efficiency.  Ability to prioritise workload, work under pressure.  Ability to work unsupervised and independently and use own initiative.  Ability to respect confidentiality.  Ability to meet deadlines.  Excellent communication skills – written and verbal.  Excellent organiser and planner.  Commitment to achieving personal, departmental and organisational objectives.  Ability to adopt a flexible approach in response to new challenges.  Ability to deal sensitively with service users, donors and external stakeholders.  Have highly developed social skills, sociable and friendly and outgoing in dealings with everyone.  Flexible to complete work according to service requirements. |  |

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| **WORKING WITH OTHERS** | Builds good working relationships with the House Director, Trustees, and colleagues throughout the organisation.  Is reliable and flexible within the team.  Demonstrates empathy, leads by example and models organisation values. |
| **COMMUNICATION** | Is an enthusiastic and effective communicator, who can work independently and also as part of a team.  Is able to engage effectively with a wide range of people, both inside and outside the organisation.  Is able to present reports and proposals. |
| **MANAGING SELF** | Is proactive in identifying potential problems and works towards finding and implementing creative solutions.  Is open to change in the workplace.  Has the ability to set and achieve work goals and targets, with minimal supervision. |
| OTHER FACTORS | Committed to the work of Ronald McDonald House. |  |