

PERSON SPECIFICATION

ROLE: Director of Finance

| Qualifications | Essential | Desirable |
|---|-----------|-----------|
| Educated to degree level in business/finance or other relevant field, or equivalent professional experience. | X | |
| Skills | | |
| Evidenced understanding and senior level experience of finance management and management accounting | X | |
| Leadership skills | X | |
| Ability to think strategically and creatively | X | |
| High level analytical and problem-solving skills | X | |
| People management, motivational and talent development skills | X | |
| Excellent report-writing skills | | X |
| Strong communication skills with the ability to adapt those to suit the particular situation | X | |
| Ability to effectively manage time and prioritise workload | X | |
| Experience | | |
| Proven experience of working to deliver accountancy, finance, investment and IT functions | X | |
| Experience or knowledge of charity finance | | X |
| Experience in the management and operation of financial IT systems; excellent Microsoft and technology skills | X | |
| Experience of staff management and motivation | | X |
| Strong knowledge of QuickBooks accountancy software | | X |
| Experience of presenting financial information to Trustees, Management and non-finance managers. | | X |
| Experience of Charity SORP, Restricted Funds and Gift Aid | | X |
| Knowledge of charitable fundraising practice | | X |
| Personal Qualities | | |
| Energetic and Enthusiastic | X | |
| Proactive, creative, and solution-focused mindset | X | |
| Able to use own initiative and be self-motivated | X | |
| Approachable and Empathetic Manner | X | |
| Team player | X | |
| Ambassadorial | | X |
| Efficient | X | |
| Trustworthy | X | |
| Confidential | X | |

SIGNED (JOB HOLDER): **DATE:**

SIGNED (AUTHORISED BY) **DATE:**