

## Operations & Finance Manager – Person Specification

Skills & Attributes	Essential	Desirable
An ability to work, liaise and build relationships with staff, freelancers, volunteers, funders, partners, T103 tenants and building agent.	✓	
Excellent decision-making skills and ability to manage challenging or sensitive situations.	✓	
Ability to administer IT systems. Good numerical skills and data input accuracy and can interrogate data in Excel or other related software, to intermediate level.	✓	
Ability to manage multiple priorities, meet deadlines and manage a busy workload.	✓	
Commitment to promoting & embedding diversity, equity, inclusion.	✓	
Honest, reliable and able to comply for a Disclosure Scotland PVA check.	✓	
Ability to cover the occasional weekday evening for Board meetings and events receptions and some Saturday cover.	✓	
Ability to take proactive steps to reduce Project Ability's carbon footprint.		✓

## Operations & Finance Manager – Person Specification

Knowledge & Experience	Essential	Desirable
Experience of book-keeping, producing and presenting management accounts, forecasts, budgets, and financial reports, completing VAT returns, processing the monthly payroll, and preparation for the annual audit.	✓	
Knowledge of complex funding arrangements and being able to track multiple sources of income and expenditure and able to support grant applications.	✓	
Knowledge of Health and safety and experience of compliance.	✓	
Knowledge of venue management.	✓	
Experience of procurement / contracts and finding best value for money.	✓	
Knowledge and/ or experience of working in an arts organisation; or with people with disabilities or lived mental ill health; or a third sector organisation.		✓
Knowledge of HR practice and previous supervisory experience.		✓
Knowledge of accountancy software, preferably Sage.		✓
Knowledge of OSCR compliance and Company Secretary responsibilities.		✓