



Finance Manager, Northern Roots, Person Specification

| | Selection criteria (Essential) | Selection criteria (Desirable) |
|---|---|--|
| Education and Qualifications | <p>Qualified or part qualified accountant preferred, although candidates with substantial relevant experience in financial management also considered.</p> <p>Significant CPD and a willingness to undertake further training relevant to the post.</p> | |
| Experience, Skills & Knowledge | <p>Substantial experience of operating financial systems, particularly sales ledger, purchase ledger and cashbook.</p> <p>Experience of providing administrative support to small and growing teams.</p> <p>Proficient IT skills, including Word, Excel, Powerpoint and Xero.</p> <p>A good understanding of the underlying systems and controls required to secure sound and effective financial management.</p> <p>Proven track record of developing Finance systems.</p> <p>Excellent organisation and communication skills, including the ability to explain sometimes complex financial matters in a clear and understandable manner.</p> <p>Experience of producing and developing management information including management accounts and budget reports.</p> | <p>Payroll and Pensions administration experience.</p> <p>Experience of working in the horticulture, agriculture, health, arts or environment sectors.</p> <p>Experience of managing charity finances.</p> |

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| | <p>Experience of preparing year end financial statements and audit files and liaising with auditors.</p> <p>Experience of working with external agencies e.g. banks, auditors</p> <p>A good understanding of Charity finances. Knowledge of legal requirements for charities.</p> <p>Experience of managing grant funding from a range of funding bodies.</p> | |
| <p>Personal Qualities</p> | <p>Excellent time management and organisational skills with the ability to deal with a demanding and varied workload, managing competing deadlines under pressure and to switch priorities at short notice.</p> <p>Flexible, resilient, entrepreneurial, happy to work in a changing environment and adapt as the project evolves.</p> <p>Good organisational skills, and an ability to take the initiative.</p> <p>Highly collaborative, team player.</p> <p>Able to work outside normal working hours, including occasional evenings and weekends.</p> <p>Ability to complete work within deadlines to a high standard of finish.</p> | |