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Person Specification

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| Post: **Finance Manager** | Location: **Rochdale, Middleton, Heywood & Bury** |  |

Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge youmustshow you have to be considered for the job.

The Desirable Criteria are used to help decide between candidates who meet ALL the Essential Criteria.

The How Identified column shows how we will obtain the necessary information about you.

If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you must include in your application enough information to show how you meet these criteria. You should include examples from your paid or voluntary work.

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| Qualifications and Experience | | | | |
| **Essential Criteria** | **How Identified** | **Desirable Criteria** | | **How Identified** |
| Educated to degree level or min 2 years in role with evidence.  Qualification in Accountancy -CIMA, ACCA, AAT  Extensive experience of Financial Management & Statutory Accounts  Experience of commissioning process and submitting tenders  A proven track record of organisational growth  Experience of income generation across commercial, trading activities, fundraising, grants, tenders to support growth and sustainability of services.  Experience of working with confidential data.  Experience of recording petty cash and general financial information.  Comprehensive VAT knowledge, including partial exemptions. | Application form, interview  Application form, interview  Application form, interview  Application form, interview  Application form, interview  Application form, interview  Application form, interview  Application form, interview  Application form, interview | Experience of working within mental health services.  Experience of working for a charity and supporting its Board of Trustees.  Experience of using Xero or other cloud based financial management software.  Fundraising degree or min 2 years in role with evidence.  Experience of charity/third sector and knowledge of charity commission regulatory framework compliance  A track record of process improvement | | Application form  Application form, interview  Application form, interview  Application form, interview  Application form, interview  Application form, interview |
| Skills and Abilities | | | | |
| **Essential Criteria** | **How Identified** | **Desirable Criteria** | **How Identified** | |
| Excellent leadership skills and the ability to motivate develop and supervise staff with performance management skills.  An understanding of the barriers faced by people who experience mental health issues.  An awareness of NHS and local government contract bidding processes  Ability to analyse and present financial data and statistical information.  Ability to think and work strategically on your own initiative and as part of a team.   1. Ability to communicate effectively and accurately record, maintain and present information.   Ability to manage budgets and develop relevant accurate monitoring and audit systems.  Excellent ICT skill, EG; Advanced Excel, data tools, business intelligence  Capability to focus, plan and manage in a busy, sensitive working environment. | Application form, interview  Application form, interview  Application form, interview  Application form, interview  Application form, interview  Application form, interview  Application form, interview  Application form, interview  Application form, interview | Experience of using mental health services or caring or user of mental health services.  Knowledge of local services.  Ability to create, implement and oversee strategic plans.  An ability to work effectively with diverse groups.  Knowledge of policy agenda relating to mental health and understanding of the need to provide a non-discriminatory service. | Application form, interview  Application form, interview  Application form, interview  Application form, interview  Application form, interview | |
| Personal Qualities | | | | |
| **Essential Criteria** | **How Identified** | **Desirable Criteria** | **How Identified** | |
| Excellent self-reflection skills.  Able to listen and take on board constructive feedback.  Strong ethics and boundaries.  Able to maintain good working relationships and work as part of an effective team.  Able to work in a pressured environment and to show strong resilience.  Ability to handle sensitive information in a confidential and professional manner. | Application form, interview  Application form, interview  Application form, interview  Application form, interview  Application form, interview  Application form, interview |  |  | |
| Special Working Conditions | | | | |
| **Essential Criteria** | **How Identified** | **Desirable Criteria** | **How Identified** | |
| Preparedness to work flexibly, as negotiated.  Will be required to undertake some travelling which would be reimbursed in accordance with local terms and conditions.  Demonstrate a commitment to equality and diversity and anti-discriminatory practise. | Application form, interview  Application form, interview  Application form, interview |  |  | |