

Person Specification

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JOB TITLE: Finance Manager

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by:			
			(Essential/ Desirable)	Application Form	Interview	Practical Exercise	Certificate / Evidence
Education, Qualifications & Licenses		Relevant Degree in finance or accounting or equivalent business experience	E	X			X
		Min. part-qual chartered Account or AAT qualified	E	X			X
Experience		Min. 3 yrs experience of working in a senior financial role with	E	X	X		
		SAGE 50	E	X	X		
		Setting up and integrating project management systems with financial management systems	D	X	X		
		Extensive use of Excel	E	X	X		
		Producing Management Accounts	E	X	X		
		Cash flow forecasting	E	X	X		
		Managing debt collection	E	X	X		
		Delivering training on bookkeeping	E	X	X		
		Credit control	E	X	X		
		Producing financial and project reports	E	X	X		
Knowledge		Knowledge of the Audit process	E	X	X		
		Project management systems	D	X	X		
Personal Skills		Excellent organisational skills	E	X	X		
		Provide great customer service experience and effective communicator with clients	E	X	X		
		Empathy with and ability to communicate with non-financial team members	E	X	X		
		Accurate data entry/eye for detail	E	X	X		
		Ability to maintain confidentiality as required.	E	X	X		
		Flexible and can do attitude	E	X	X		
		Strong team player	E	X	X		
		Ability to use own initiative and manage own work load	E	X	X		
Additional Requirements		An interest in wildlife and conservation	D	X	X		
		An appreciation and commitment to Health and Safety issues in the workplace	E	X	X		