

# PERSONNEL SPECIFICATION

Position: Finance and Governance Manager



## **Educational and Professional Qualifications - Please demonstrate on application form**

### **Essential Criteria:**

1. Part-qualified accountant and member of one of the following recognised chartered accountancy bodies:

- The Chartered Institute of Public Finance and Accountancy
  - The Chartered Institute of Management Accountants
  - The Institute of Chartered Accountants in Ireland
  - The Institute of Chartered Accountants in Scotland
  - The Institute of Chartered Accountants in England and Wales
  - The Chartered Association of Certified Accountants
  - The Institute of Certified Public Accountants in Ireland
- (Other equivalent qualification(s) will be considered)

### **Desirable Criteria:**

2. Fully Qualified Accountant and a member of a recognised chartered accountancy body.

## **Previous Experience - Please demonstrate on application form**

### **Essential Criteria:**

3. A minimum of three years full-time employment experience (or part-time equivalent) in a finance position with duties and responsibilities that can be demonstrated as relevant to the post.

4. A minimum of three years full-time employment experience (or part-time equivalent) of effectively using a financial management software package (e.g. Sage) and Microsoft Word and Excel to carry out finance related duties.

### **Desirable Criteria:**

5. A minimum of one year's experience of preparing and submitting financial claims to funding organisations, in line with relevant conditions of funding.

6. Experience of developing and implementing organisational policies and procedures.

## **Knowledge and Understanding – Please demonstrate on application form**

### **Essential Criteria:**

7. A knowledge and understanding of governance issues within the voluntary or sports sector.

**Skills & Abilities - To be tested at interview**

8. A high level of written and oral communication skills with the ability to convey complex financial information to colleagues.

9. The ability to use own initiative, organise own work load within agreed timescales and to take decisions within agreed policy.

10. Good inter-personal skills and ability to work as part of a team.

**Circumstances – Please demonstrate on application form**

11. Ability to work evenings occasionally.

12. Access to form of transport that will permit the post holder to meet the needs of the post in full.

13. Available and willing to undertake training necessary for the post.

**Note to all applicants:** Desirable criteria may be used for short listing if required.