



Assistant Director of Finance- Person Specification

	JOB REQUIREMENT	Essential	Preferred
Qualifications, Experience and Knowledge	Accountancy qualification (minimum AAT Level 4, preferred ACA, ACCA, CIMA)	√	
	Up to date working knowledge of Companies Act, Charities SORP, VAT and PAYE/NIC regulations	√	
	Experience of preparation of management accounts, budget to actual reports, key reconciliations, extended trial balances, budget plans.	√	
	Experience of producing reports and information for auditors and dealing with their queries	√	
	High level IT skills in Microsoft Office: Word, Excel, PowerPoint plus e-mail and web	√	
	Experience of analysing, interpreting and utilising financial data to enable evidence based decisions to be made	√	
	Knowledge of payroll and pensions		√
	Proven knowledge and experience of successfully writing business cases, collation and management of tender submissions, evaluation and selection of consultants and contractors and managing procurement of services		√
	Evidence of successfully managing delegated budgets within set resources		√
Key Competencies	Supporting and Co-operating – Working with People Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight. Ability to coach and mentor others, particularly members of the management and leadership teams. High level of communication skills (written and verbal) with the ability to influence, persuade, negotiate, empathise, resolve and manage conflict, coach and advise staff at all levels.	√	
	Analysing and Interpreting - Applying expertise Applies specialist and detailed expertise; develops job knowledge and expertise through continual professional development; shares expertise and knowledge with others; uses technology to achieve work objectives; demonstrates a good understanding of different organisational departments and functions. Analytical, curious mind with the ability to solve complex issues. Demonstrable attention to detail.	√	
	Adapting and Coping - Coping with Pressures and Setbacks Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles feedback well and learns from it; is mindful of the levels of resilience within the teams they lead and manage and works to enhance those levels of resilience.	√	

	<p>Organising and Executing – Delivering results</p> <p>Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals. High level of organisation skills with the ability to prioritise workloads and achieve objectives (volume and quality of work) in a busy, sometimes pressured environment. Excellent time management skills and the ability to manage several different areas of work concurrently.</p>	√	
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	√	
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>).	√	
	Willingness to undertake safeguarding training when required.	√	