



Finance Director - Person Specification:

	Essential	Score
Personal Features and Qualities	Track record of strategic and logical thinking	
	Integrity	
	Personal motivation and the ability to motivate others	
	Professional approach	
	Self-disciplined and ability to work to tight deadlines, managing competing priorities	
	Capacity to work under pressure	
	Good communicator with the ability to influence at all levels	
Relevant Experience	At least 5 years' relevant experience in an accountancy role, at least 3 of which should be in a supervisory or managerial role	
	Practical experience of private sector investments, company accounts and taxation	
	Preparation of Final Accounts and Annual reports	
	Preparation & improvements of effective management reports	
	Highly competent in Information Technology and has a sound knowledge of Microsoft Office suite of programmes.	
	Desirable Experience and knowledge of Charity accounting and related bodies' financial policies, history and objectives.	
Education	Fully Qualified Accountant	
	Educated to Degree Level or equivalent.	
Skills, Abilities and Knowledge	Effective Management Skills	
	Excellent communication skills both written and oral	
	Ability to handle complex issues	
	An up to date knowledge of relevant financial legislation, accounting conventions and best practice.	
	Desirable Hold Membership of a recognised accounting institute	
	Good interpersonal skills	
	Supervisory and management skills	
	Project management experience	
	Financial management skills	
Knowledge of Accounting packages		