

TDUT

Person Specification

Note to candidates.

The person specification is a picture of skills, knowledge and experience needed to carry out the job and has been used to draw up the advert and will also be used in the short-listing and interview processes for this post. Candidates are encouraged to evidence the essential skills list below to the best of their ability, within their covering letter.

Job Title: Finance Manager

Education / Qualifications	Essential	Desirable
	Formal accounting qualification (CIMA/ACA/ACCA)	
Experience	Experience with QuickBooks. Experience working with financial recording software. A track record of overseeing finance and managing budgets for at least 3-years professionally. Experience in the charity sector. Statutory accounts preparation. SORP and charity compliance framework.	Working in a fast-paced organisation. Supervising staff.
Skills, Knowledge & Abilities	Passion for social impact. Ability to be resourceful in a small/medium-sized organisation that is growing. Knowledge of accounting in the charity sector. Excellent written communication skills and ability to present information clearly.	

	<p>Good people skills to effectively liaise with others in the organisation and externally.</p> <p>Ability to work independently.</p> <p>Good organisational/ administrative skills.</p> <p>Knowledge of payroll and pensions.</p> <p>Knowledge of risk management.</p> <p>Knowledge of employment law.</p> <p>Knowledge of data protection legislation.</p> <p>Ability to use Microsoft Office 365 applications.</p> <p>Understanding of and commitment to Equity and Diversity.</p> <p>NB: TDUT will require the candidate to undertake an enhanced DBS check for this role.</p>	
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