

Finance Manager Person Specification

The purpose of the job is to oversee the finances of Age UK Cheshire East and to develop and deliver the financial strategy, financial management services and accounting systems so that we can help more older people.

E – essential, D - Desirable

Experience and Qualifications	
Qualified, for example ACA, ACMA, CIPFA, CIMA, DoChM	E
Experience and understanding of production of annual statutory accounts	E
Experience and understanding of production of management accounts and financial reports and analysis	E
Experience of compiling funding applications	E
Experience of managing the audit process	E
Experience of line managing staff and/or volunteers	E
Experience of Sage 200 and Sage Payroll	D
Experience of being on a management team or senior leadership team	D
Knowledge and Skills	
Thorough practical up-to-date understanding of management accounting principles and techniques	E
Knowledge of charitable accounting practises such as SORP and CC8	E
Knowledge of operating a governance framework and the legal environment in which both a charity and company operate	E
Strong written and verbal communication skills including the ability to contribute to team discussion and planning	E
Able to understand contracts and financial information and to be able to assimilate large quantities of information and explain them in a simple manner to those not experienced in the content	E
Ability to lead, manage and motivate a team successfully with a focus on future development and delegation	E
Good organisation and administrative skills, able to prioritise workload	E
Able to maintain the utmost confidentiality	E
Excellent attention to detail and accuracy in all work	E
Knowledge of Charity VAT	E
Knowledge of Gift Aid	D
Attitude	
Positive, pro-active approach, with an ability to problem-solve and the drive to develop and implement new systems and processes as necessary.	E
Supportive and positive attitude to work colleagues, volunteers and beneficiaries	E
Able to cope with a busy work environment, competing demands and work pressures	E
Able to go the extra mile to ensure our beneficiaries get what they need	E
Commitment to professional development and willingness to undertake training required for the role	E