

Yorkshire Dales Millennium Trust



Job Specification: Finance & Resources Manager

June 2024

	Essential	Desirable
Experience and Knowledge		
Previous experience of working in an account management role in a charity or similar	X	
Understanding of managing multiple funding streams in a charity context		X
Experience of managing financial accounting systems	X	
Knowledge of HR Systems and processes		X
Knowledge of IT Systems and processes		X
Knowledge of Health & Safety regulations & processes		X
Experience of people leadership and management	X	
Skills		
Excellent organisational and team-working skills	X	
Proactive in staying up to date with charity financial regulations, charity financial issues and best practice.		X
Positive, pro-active approach, with an ability to problem-solve and the drive to develop new systems and processes as necessary	X	
Good written, verbal and presentational skills	X	
Personal Attributes		
Good interpersonal Skills	X	
Commitment to professional development and willingness to undertake training required for the roll	X	
Full driving licence		X
Qualifications		
AAT Level 4 qualified or higher	X	
Evidence of continuing professional development	X	