

## Financial Officer

### PERSON SPECIFICATION

BMUS is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexually, disablement or age (up to 66). The person specification is designed to help members of the interviewing panel judge the qualities of the interviewees in a systematic and consistent way, in accordance with BMUS's equal opportunities policy.

Assessment code:

**A= application**

**I = interview**

<b>Specialist accounting and technical skills</b>	
Part-qualified or qualified accountant (ACA, ACCA, CIMA, AAT, ICAEW) or equivalent experience, with a minimum of 3 year's experience in a previous financial or management accounting position.	<b>A</b>
Thorough practical up-to-date understanding of management accounting principles and techniques.	<b>A &amp; I</b>
Experience and understanding of: <ul style="list-style-type: none"> <li>▪ Production of annual statutory accounts including year-end investments reconciliation.</li> <li>▪ Charity accounting and SORP</li> <li>▪ Production of management accounts and financial reports and analysis.</li> </ul>	<b>A &amp; I</b>
Experience of monitoring investments and cash management in a non-profit environment.	<b>A &amp; I</b>
Experience of managing the year-end process.	<b>A &amp; I</b>
Experience of VAT reporting with partial exemption requirements and annual adjustments.	<b>A &amp; I</b>
Experience of Gift Aid.	<b>A &amp; I</b>
<b>Information Technology &amp; administration</b>	
Experience of computerised accounting and bookkeeping (preferably SAGE), Microsoft software and advanced Excel with a proactive approach to improving systems.	<b>A &amp; I</b>
Ability to maintain effective systems with limited admin support.	<b>A</b>
<b>Sector experience</b>	
Proven experience in a similar, responsible financial management accounting role, ideally within a a professional body or learned society.	<b>A</b>

<b>Communication and Personal Skills</b>	
High degree of communication skills particularly attuned to conveying complex financial concepts to non-financially trained colleagues and others.	<b>A &amp; I</b>
Collaborative working: Ability to nurture and maintain relationships across the team.	<b>A &amp; I</b>
Exceptional attention to detail : A meticulous and highly accurate approach to all financial data and reporting.	<b>A &amp; I</b>
Used to working in a demanding environment and providing accurate and timely information to a high standard.	<b>A &amp; I</b>
Ability to work without close supervision and meet service standards and targets.	<b>A &amp; I</b>
Keen to work with a hands-on approach. The post-holder will be in sole charge of all transaction processing and accounting.	<b>A &amp; I</b>
Strong organisational skills and able to deal with competing priorities.	<b>A &amp; I</b>
Excellent analytical skills and ability to think strategically.	<b>A &amp; I</b>
A knowledge of HR and Employment processes.	<b>A &amp; I</b>