

PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified.

COMPETENCIES REQUIRED – All role holders must be able to comply with the Connection Support's core competency requirements which include communication, respect for others, customer service, drive for results, delivering the promise and continuous personal development.

E Essential for this role

D Desirable – would be an advantage, but is not essential for this role

| PERSON SPECIFICATION - SKILLS AND KNOWLEDGE | SKILLS AND PERSONAL QUALITIES NEEDED |
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| EXPERIENCE | 3+ years' experience in a responsible supervisory finance role. (E) |
| | Experience of working in the charity sector. (D) |
| | Experience of supervising the work of colleagues and building positive, professional relationships with individuals and teams. (E) |
| | Experience of preparing financial reports, such as management accounts and reports to charitable funders. (D) |
| KNOWLEDGE & UNDERSTANDING | Qualified, or part-qualified accountant, or qualified by experience (at minimum, a good understanding of double-entry accounting is required). (E) |
| | Experience of using of accountancy software packages to manage day to day bookkeeping and prepare reports. (E) |
| | Knowledge of Microsoft Office IT systems, including a strong working knowledge of the use of Microsoft Excel to support accounting systems. (E) |

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| | Technical accounting expertise, including a good understanding of the principles of the Charities Statement of Recommended Practice. (E) |
| | Strong working knowledge of financial controls, with the ability to develop new controls and processes to meet the changing needs of the organisation. (E) |
| PERSON SPECIFICATION - SKILLS AND KNOWLEDGE | SKILLS AND PERSONAL QUALITIES NEEDED |
| SKILLS & ABILITIES | Self-starter with the ability to proactively identify priorities, plan accordingly, and deliver outcomes in a timely manner. (E) |
| | Ability to oversee the work priorities of direct reports, organising responsibilities and work plans and ensuring deliverables are met on time. (E) |
| | Attention to detail, delivering work to a high standard of accuracy. (E) |
| | Ability to adapt to competing demands and priorities, and to proactively problem-solve. (E) |
| COMMUNICATION | Ability to communicate effectively in English both orally and in writing. (E) |
| | Ability to explain financial processes and present financial information to those with no financial knowledge. (E) |
| | Can converse easily with people at all levels of the organisation. (E) |

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| PERSON SPECIFICATION - SKILLS AND KNOWLEDGE | SKILLS AND PERSONAL QUALITIES NEEDED |
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| ATTITUDES | Acts with responsibility and integrity at all times. (E) |
| | A collaborative approach, with the desire to strengthen working relationships between finance, business services and project teams. (E) |
| | The flexibility to respond to competing demands and to develop working processes which adapt to the changing needs of our organisation. (E) |
| | Will demonstrate an understanding and commitment to policies which promote fair treatment and equal opportunities to all employees and clients. (E) |
| | Personal values aligned with the values of the organisation: Empowering, Collaborative, Compassionate, Personalised. (E) |