

Person Specification Finance Manager



*Candidates will be assessed on the information given on their application form and at interview. Remember, it is the information contained in your application form that will be used for the purpose of short-listing. **Candidates will be expected to demonstrate and evidence experience and/or ability in the following areas:***

Communication

Must be able to demonstrate the ability to communicate with a broad range of people at all levels, sometimes involving complex information or situations requiring high levels of diplomacy, to achieve organisational outcomes or objectives. Must be able to explain financial information in a clear way to help colleagues understanding.

Providing Advice and Guidance

Must be skilled and able to evidence experience in providing advice and guidance. The type of advice can be of critical importance and could have serious consequences for the organisation. May have to overcome barriers to have the advice accepted and must be able to demonstrate ability to do this.

Planning and Organising

Must have the experience in planning and organising own and others workloads to meet organisational needs. The planning process is long term and subject to change on a daily basis and the candidate must be able to evidence their ability to cope with this demand.

Administration and ICT

Must have an in-depth understanding and knowledge of IT to provide documents and run systems or operating complex administrative systems.

Decision Making

Must be able to evidence the ability to make difficult decisions and the process undertaken and possess the knowledge to understand when these should be referred to or discussed with a higher level of management. Decisions have an impact on the work and activities of others and may have an impact on the organisation.

Safety Awareness

Must be risk aware and able to empower others to adhere to Health and Safety, Risk Assessment and Safeguarding policies and procedures.

Team Working

Must be able to demonstrate how they work with teams and with other colleagues across the organisation.

Managing Information

Managing a wide range of information requiring abstract thinking and professional handling of confidential information. Must be able to demonstrate experience of working with confidential data.

Managing Change

Experience of recognising the need for change, implementing change and inspiring others to take on board change is essential.

Strategic Thinking

Must be able to think strategically for the future of the organisation and to be able to evidence how they manage staff to support the organisation's development.

Presentation Skills

Must have the skills to present information or training to colleagues.

Personal

Needs to encompass more than one specialist area of knowledge to carry out job competently. A proven track record in working in a multi-discipline team with a wide range of functions and demands on a daily basis.

Anglia Care Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.