

PERSON SPECIFICATION

(Supporting the Policy on Equal Opportunities in Employment)



HEAD OF FINANCE DETAILS

Department: Resources

Status: As per contract

Reporting to: Director Resources

Location: Head Office

Hours: As per contract

Band: 8b

FACTOR	ESSENTIAL	DESIRABLE
Qualifications, Experience & Skills	<ul style="list-style-type: none"> • CCAB qualified accountant with proven experience in the preparation of Statutory accounts and detailed knowledge of Charities' SORP • Significant Charity sector experience, with detailed knowledge of Charity Commission requirements, Governance issues, Charity VAT and other statutory issues pertaining to a Charity • Proven track record in managing teams • Experience of working directly with and managing relationships with internal and external stakeholders • Experience of setting up and managing internal control systems • Evidence of continuing , relevant professional and personal development • Good IT literacy & excellent Excel skills 	<p>Commercial Awareness</p> <ul style="list-style-type: none"> • Understands and applies commercial and financial principles to improve business performance. • Keeps up to date with external factors impacting on the business environment. <p>Specialist knowledge & application</p> <ul style="list-style-type: none"> • Completes work to a high standard and always seeks to improve performance. • Generates new ideas to improve existing approaches. • Identifies learning from previous experiences and applies it to new situations. • Pension schemes • Willingness to develop knowledge and understanding of pension scheme administration
Personal Attributes The personal qualities required e.g. exercising initiative, organising, problem solving	<p>Customer/Client Focus</p> <ul style="list-style-type: none"> • Identifies needs of internal and external customers and strives to deliver a prompt, effective and personalised service. • Monitors and acts on customer feedback, picking up cues regarding customer satisfaction. 	

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	<p>Effective Communication</p> <ul style="list-style-type: none">• Presents opinion logically, checking for understanding and encouraging open discussion.• Identifies appropriate people (internally & externally) to communicate with. <p>People Management</p> <ul style="list-style-type: none">• Adapts style to manage different individuals.• Gives direction and delegates appropriately to empower and develop others.• Provides constructive feedback regarding performance and manages people against set objectives. <p>Working with others</p> <ul style="list-style-type: none">• Develops effective working relationships and networks.• Identifies common ground and mutual interests with diverse groups and individuals• Works collaboratively and breaks down barriers• Aids a sense of team spirit by encouraging cooperation and open communication. <p>Problem Solving and Analysis of Information</p> <ul style="list-style-type: none">• Sifts for key information, summarises and draws correct conclusions from business related written and numeric information.• Identifies a range of practical solutions to address issues. <p>Drive for Results</p> <ul style="list-style-type: none">• Is committed to achieving targets and takes personal accountability for work.	
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	<ul style="list-style-type: none">• Acts on own initiative and works effectively under own direction.• Concentrates on the end goal and stops practices that are not of benefit.• Is open to new approaches and alternative means in order to accomplish results. <p>Time & Workload Management</p> <ul style="list-style-type: none">• Establishes priorities and develops clear and logical plans to achieve goals.• Monitors performance and progress against objectives.	
Other Requirements	<ul style="list-style-type: none">• DBS/Disclosure Scotland	