



Person Specification

Job Title: Finance Manager

Selection Criteria:

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE	MEASURED BY
Work Experience	Minimum of 18 months experience in a similar role.	Desirable	Reference / CV
	Managing a team and providing guidance, support and training where necessary	Desirable	Reference / Interview
	Provided administration support for finance systems.	Desirable	Reference / Interview
Knowledge	Knowledge of SUN/Cognos/Proactis would be advantageous.	Desirable	Interview
	Understand double entry postings including prepayments and accruals.	Essential	Interview / CV
	Basic management accounting knowledge – variance analysis, budgeting & forecasting.	Essential	Interview / CV
Qualification & Skills	AAT/ACA/ACCA/CIMA part qualified or relevant finance degree/diploma.	Essential	Qualification / CV
	Intermediate to advanced Excel skills.	Essential	Ability to work with pivot tables, sumif, vlookups, table & charts.
	Excellent communication skills (written, verbal and graphics) and able to present financial information.	Essential	Interview
	Excellent organisational and analytical skills with ability to deliver high quality work under pressure.	Essential	Interview
	Proven ability to work collaboratively with team members and colleagues.	Essential	Interview
	Able to discuss & explain financial transactions with other employees including those with limited financial knowledge.	Essential	Interview

	Attention to detail.	Essential	Interview
	Skilled in use of accounting software.	Desirable	Interview
	Skilled in use of Office 365 / Email & Word.	Desirable	Interview
	Ability to manage own time, prioritising tasks as necessary.	Essential	Interview
	Be able to demonstrate an ICAN approach to all aspects of the role.	Essential	Interview