**RVA Finance and Administration Manager person spec**

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **EDUCATION AND TRAINING** | * Part qualified accountant or
* AAT Level 3 qualification or above

Evidence of continual professional development | Fully qualified accountant with membership of a professional body i.e., ACCA, ICAEW, CIMA, CIPFA or another applicable body |
| **EXPERIENCE, KNOWLEDGE and UNDERSTANDING****Should include:** | * Experience of working with charities or good understanding of charities
* Excellent understanding of accounting processes, procedures, and controls

 Experience of taking part in audits within a charity  Commercial and business awareness, with experience of business development, continuity, and growthExperience of grant applications and/or experience of supporting or successfully securing grants from external organisations. Knowledge of Charity and Company Law in relation to statutory accounts and reportingKnowledge of HMRC legislationExperience of managing, monitoring and reprofiling budgets Experience of presenting financial information in meetings Experience in managing projects Knoledge of HR processes and procedures | Leadership experience within a charity or related fieldHR process and procedures |
| **SKILLS and ABILITIES****Should show:** | Excellent communication and presentation skills, and ability to build relationships and use influence and diplomacy internally and externallyExcellent numeracy skills with an ability to understand complex financial issues with outstanding attention to detail and analytical skills Ability to use experience and judgement to provide sound advice to the Board, and colleagues, sometimes in the absence of complete informationExcellent time management skills with the ability to manage own workload, handle competing priorities and meet deadlines effectively Ability to produce clear reports which inform strategic developmentSignificant experience in an accounting finance roleSignificant experience of effective use of an accounting packageSignificant experience of managing payroll and pension administrationAbility to follow policies, procedures, and governing documents Excellent IT skills, including advanced Microsoft Excel skills, and other MS Office packages  | Previous experience of QuickBooks OnlineExperience of CRM softwareDriving licence and availability of a vehicle for work purposes |
| **PERSONAL ATTRIBUTES, ATTITUDE and APPROACH** **should include:**  | Experience of managing, motivating and leading staff, and committed to empowering othersStrong team player with a friendly personalityGood listener also prepared to offer suggestions and adviceFlexible and adaptable approach to meet the needs of the organisation and teamEnthusiastic, self-motivated, and committed individual with an ability to use own initiativeProblem solver with outcomes focussed approachPrepared to take on additional duties and responsibilities to support the growth of the organisation Committed to working in person at our office Understanding and commitment to Equal OpportunitiesPrepared to travel for work and carry out some weekend/evening work as and when required Willingness to continue to learn and professionally develop | Understanding and commitment to work with the charitable ethos of the organisation |
| **OTHER RELEVANT****FACTORS** | DBS check required if successfully appointed |  |