**A picture containing logo

Description automatically generatedRVA 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 growth  Experience 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 reporting  Knowledge of HMRC legislation  Experience 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 field  HR 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 externally  Excellent 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 information  Excellent 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 development  Significant experience in an accounting finance role  Significant experience of effective use of an accounting package  Significant experience of managing payroll and pension administration  Ability to follow policies, procedures, and governing documents  Excellent IT skills, including advanced Microsoft Excel skills, and other MS Office packages | Previous experience of QuickBooks Online  Experience of CRM software  Driving 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 others  Strong team player with a friendly personality  Good listener also prepared to offer suggestions and advice  Flexible and adaptable approach to meet the needs of the organisation and team  Enthusiastic, self-motivated, and committed individual with an ability to use own initiative  Problem solver with outcomes focussed approach  Prepared 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 Opportunities  Prepared 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 |  |