



## PERSON SPECIFICATION

**Job Title:** Finance Manager

**Department:** Finance

**Location:** Warwick Hospice, possible travel to other sites on occasions

**Responsible to:** Director of Finance

|   | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>  |
|---|---|---|
| <b>Experience</b>                               | <p>Management responsibilities for staff members or a team</p> <p>Experience of producing management accounts, variance analysis, and forecasting</p> <p>Previous experience in setting Annual Budgets</p> <p>Cash flow forecasting</p> | <p>Managing a small finance team</p> <p>Charity Finance</p> <p>NHS Finance</p> <p>Contract monitoring experience</p> <p>Experience of producing charity final accounts and managing an audit</p> <p>Accounting for a group of accounts.</p> |
| <b>Knowledge</b>                                | <p>Knowledge of the charity environment and current relevant issues</p>   | <p>Knowledge of financial legislation in respect of Charities</p>   |
| <b>Educational /professional Qualifications</b> | <p>Finalist CIMA/ ACCA/ CIPFA</p>   | <p>Qualified Accountant</p>   |
| <b>Skills/Abilities</b>                         | <p>Confident in managing a team and communicate finance issues to non-finance professionals</p> <p>Strong ability with IT, with an emphasis on financial systems, spreadsheets, SAGE 200 and Excel</p>                                  | <p>Exemplary verbal and written communication abilities</p>   |

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|--------------|---|--|
| <b>Other</b> | Experience of supporting managers in the production of Business Cases and Costings.<br><br>Good attention to detail<br><br>Willingness to undertake a broad role incorporating many different areas of the Charity. | Payroll Experience<br><br>VAT knowledge<br><br>Experience of Gift Aid claims |
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**Date JD reviewed: January 2019**