

SELECTION CRITERIA

**POST: Finance Manager**

**DEPARTMENT: Finance**

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|  | **Essential Criteria** | **Desirable Criteria** | **How & When** |
| **Education / Qualification** | One of the following:  CCAB Recognised / CIMA qualified / Diploma in Charity Accounting / CIPFA Certificate in Charity Finance & Accounting |  | Application Form /Certificates |
| **Skills / Abilities** | Strong communication skills - written and verbal.  Ability to drive continuous improvement and solve problems in a team environment.  Strong numerical and data analysis skills.  Ability to work both independently and as part of a team.  Working knowledge of Sage 200.  Presenting financial information to those with a non-financial background.  Excellent IT skills including Microsoft Office.  Ability to coach, support and develop non-finance staff in their finance knowledge and skills. |  | Application Form/Interview  Interview  Test  Interview  Interview  Interview  Test/Interview  Interview |
| **Experience** | Developing and using monthly finance reports to support operational  and strategic decisions.  Producing annual budgets & forecasts.  Dealing with charity finances and SORPs.  Preparation of statutory accounts.  Management of payroll and pensions.  Managing team of finance professionals  Leading projects with a successful outcome | Working within a Health sector | Interview  Test/Interview  Interview  Interview  Interview  Application Form  Interview |
| **Knowledge** | Accounting practices and procedures.  Accountancy systems and using Microsoft Excel for financial reporting.  Charity SORPS.  VAT. |  | Interview  Test/Interview  Interview  Interview |