

SELECTION CRITERIA

**POST: Finance Manager**

**DEPARTMENT: Finance**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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/InterviewInterview TestInterviewInterviewInterviewTest/InterviewInterview |
| **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 professionalsLeading projects with a successful outcome | Working within a Health sector | Interview Test/InterviewInterviewInterviewInterviewApplication FormInterview |
| **Knowledge** | Accounting practices and procedures.Accountancy systems and using Microsoft Excel for financial reporting.Charity SORPS.VAT. |  | Interview Test/InterviewInterviewInterview |