

PERSON SPECIFICATION Finance Manager

Area	Criteria	Essential	Desirable
Knowledge and Experience	Good standard of education evidenced by A Levels or equivalent	✓	
	Level 3 in Accounting, Book Keeping or Business Administration		✓
	Experience of working with adults with learning disabilities and/or autism		✓
	Demonstrated experience in using Xero accounting software to manage financial transactions and reporting	✓	
	Experience working across teams to achieve common objectives	✓	
	Experience of working with Microsoft Office in particular Excel to a high standard	✓	
	Experience of using digital systems and databases including accounting packages	✓	
Skills	High standards of accuracy and attention to detail	✓	
	Strong numerical, data entry and budgeting skills	✓	
	Excellent verbal and written communication skills	✓	
	Strong organisational skills with a systematic approach to problem solving	✓	
	Excellence in prioritising work with the ability to plan and organise day-to-day activities	✓	
	Good interpersonal skills with a confident and professional telephone manner	✓	

Values and Attitude	Commitment to high standards of quality and continuous improvement	✓	
	Acts with personal integrity and all times	✓	
	A team player with a positive outlook and strong work ethic	✓	
	Creative and Innovative with a commitment to enabling user-led services	✓	
	Ability to work under pressure and to tight deadlines using own initiative	✓	
	Ability to develop and maintain strong, effective and professional working relationships	✓	
	Willingness manage risks to ensure the best quality services for the people we support		✓
Work Circumstances	Positive attitude with ability to lead and work as part of a team	✓	
	Excellent time management skills	✓	
	Right to work in the United Kingdom	✓	
	Ability to work at various sites in Harpenden when required		✓