

**AGE UK SOLIHULL**

**PERSON SPECIFICATION**

**JOB TITLE:** Finance Manager

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Experience</b>	
<ul style="list-style-type: none"><li>• Proven experience in overseeing bookkeeping and accounting at a senior level</li></ul>	<ul style="list-style-type: none"><li>• Experience of bookkeeping and accounting within a not-for-profit organisation</li></ul>
<b>Skills/Abilities/Knowledge</b>	
<ul style="list-style-type: none"><li>• Knowledge and experience of designing and implementing financial controls and processes</li><li>• Knowledge and experience of VAT compliance</li><li>• Experience of preparing statutory accounts</li><li>• Experience of preparing and monitoring budgets</li><li>• Analytical and interested in driving efficiency and supporting team members</li><li>• Confident communication skills and experience of communicating with non-financial colleagues, both in report writing and face-to-face</li><li>• Honesty, trustworthy and respectful of confidentiality</li><li>• Computer literate</li></ul>	<ul style="list-style-type: none"><li>• Experience of fraud prevention</li><li>• Familiarity with Sage and other accounting software</li><li>• Familiarity with VAT in the not-for-profit sector/partial exemption calculations</li><li>• Familiarity with Gift Aid</li><li>• Experience of analysing costs and full-cost pricing</li></ul>
<b>Education and Training</b>	
<ul style="list-style-type: none"><li>• Professional Accounting Qualification or part Qualification with relevant experience</li></ul>	
<b>Legal Requirements</b>	
<ul style="list-style-type: none"><li>• There are no legal requirements attached to this post</li></ul>	
<b>Other Requirements</b>	
<ul style="list-style-type: none"><li>• Keep up to date with external factors affecting the sector, regulatory changes and best practice guidance</li><li>• Ability to work unsupervised and to deadlines, and be responsive to needs to other managers</li><li>• Some flexibility over working hours required at certain times of year to meet deadlines</li></ul>	