



St Cuthbert's Hospice

Making every day count since 1988

Person Specification

Post Title Finance Manager		Grade:			Department:		
Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Method of Assessment	Desirable Where available, elements that contribute to improved/immediate performance in the job	Method of Assessment			
Qualifications and Training	AAT professional Diploma (Level 4) or equivalent Significant experience across a broad range of accounting practices through to statutory accounts	Application form	Graduate level financial management qualification	Application form			
Experience	Demonstrable experience in a financial management role including production of management accounts, preparation of information for audit and participation in budget preparation. Experience of supervisory management, and the ability to work alongside and motivate and reward volunteers.	Application form/interview	Experience of developing financial policies and procedures	Application form/interview			

<p>Skills and Knowledge</p>	<p>Knowledge and experience of using relevant computer software packages e.g. SAGE</p> <p>Ability to use Microsoft office and other software packages including Excel.</p>	<p>Application form/interview</p>	<p>Knowledge of Charity SORP</p> <p>Knowledge of VAT regulations and their application</p>	<p>Application form/interview</p>
<p>Personal Attributes</p>	<p>Ability to work as part of a team supporting them to deliver challenging targets in a professional manner sensitive to the needs of the organisation.</p> <p>Ability to work flexibly and cope with varied workload.</p> <p>Able to evidence behaviour consistent with the Hospice values of professionalism, choice, integrity, reputation, compassion and respect</p>	<p>interview</p>		
<p>Special Requirements</p>	<p>There is an occasional requirement to attend meetings outside of normal office hours.</p>			

Post Holder Signature:

Date:

Line Manager's Signature:

Date: