

Person Specification

Job Title: Finance Manager

Qualifications and experience	Essential (E)	Desirable (D)
Minimum 8 experience in Financial and Management reporting in either the charitable sector or commercially	E	
ACCA, CIMA or equivalent qualified or qualified by experience	E	
Preparation of monthly consolidated management accounts	E	
Preparation of year-end consolidated statutory accounts including liaising with auditors	E	
Expert IT skills and Microsoft Office	E	
Experience in working within the education sector		D
Experience in working with Danish accounting regulations		D
Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as HMRC. requirements, Charities SORP		D
Experience of gift aid		D
Experience working with SAGE	E	
Skills and Abilities		
Strong verbal and written communication skills, in person, over the telephone and via email	E	
Ability to plan, organise and prioritise workload, to work on own initiative or as part of a team	E	
Punctual and be able to work to deadlines	E	
Personal Qualities		
Ability to interact and work collaboratively with others in a supportive and participative manner	E	
Flexibility and adaptability to changing situations	E	
Highly organized	E	
Commitment to rigorously following regulatory policies and guidelines	E	
Comfortable with liaising with people from differing organisations and countries	E	
High standards of professionalism, honesty and confidentiality	E	