

Head of Finance and Procurement - Person Specification

Requirement	Essential	Desirable
Qualified accountant	✓	
Up to date knowledge of Companies Act, Charities SORP, VAT and PAYE/NIC regulations	✓	
At least 3 years experience of working in an accountancy firm in accounts (high level expertise in budget to actuals, statutory accounts, audits)	✓	
Experience of preparation of management accounts, budget to actual reports, key reconciliations, extended trial balances, budget plans.	✓	
Experience of producing reports and information for auditors and dealing with their queries	✓	
Experience of managing/supervising teams		✓
Experience of training/coaching	✓	
High level IT skills in Microsoft Office: Word, Excel, Powerpoint plus e-mail and web	✓	
Experience of analysing, interpreting and utilising financial data to enable evidence based decisions to be made	✓	
Experience of SAGE accounting package		✓
Knowledge of payroll and pensions		✓
Knowledge and experience of successfully writing business cases, collation and management of tender submissions, evaluation and selection of consultants and contractors and managing procurement of services	✓	
Evidence of successfully managing delegated budgets within set resources	✓	
Experience of successful policy implementation and change		✓
Able to analyse and understand complex, sensitive and contentious information quickly and effectively, translating it into meaningful information for a range of stakeholders and developing a range of options and recommendations, problem solving and solutions focused	✓	
Deciding and initiating action (makes prompt, clear decisions which may involve tough choices or considered risks; takes responsibility for action, projects and people; takes initiative, acts with confidence and works under own direction; initiates and generates activity)	✓	
Working with people (demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight)	✓	
Persuading and influencing (makes a strong personal impression on others; gains clear agreement and commitment from others by persuading, convincing and negotiating; promotes ideas on behalf of self or others; manages conflict; makes effective use of political processes to influence and persuade others)	✓	

Analysing (analyses sources of information; breaks information into component parts, patterns and relationships; probes for further information or greater understanding of a problem; makes rational judgements from the available information an analysis; produces workable solutions to a range of problems; demonstrates an understanding of how one issue may be a part of a much larger system)	✓	
Delivering results and meeting expectations (focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals)	✓	
Coping with pressures and setbacks (works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles feedback well and learns from it)	✓	
Ability to commute effectively between trust sites and regionally/nationally as required	✓	
A commitment to the responsibility of safeguarding and promoting the welfare of young people (enhanced DBS clearance undertaken for preferred candidate following interview)	✓	