#####

**Person Specification Head of Finance and Resources**

**Essential**

**Experience**

* Responsibility for financial control in a small organisation or division of a large one
* Presentation of financial reports and monitoring papers to a board
* Experience of managing and planning budgets
* Production of statutory accounts
* Experience of strategic leadership and line management

**Knowledge and understanding**

* Ability to manage an efficient IT function and develop the use of IT to further the objectives of the organisation
* Knowledge and understanding of financial reporting including FRS102 and charity SORP

**Skills and attributes**

* Ability to manage an efficient HR function and develop appropriate policy and procedures
* Ability to communicate clearly and precisely with trustees
* Ability to devise appropriate policies and procedures
* Ability to analyse and forecast financial information and assist colleagues in financial activity
* Ability to manage a diverse workload with competing deadlines.

**Qualifications**

* Qualified accountant (ACA or other recognised qualification)

**Desirable**

* Experience of managing an HR function
* Experience of administering company pension schemes
* Experience of managing trusts and funds
* Experience of managing a CRM system
* Experience of managing an IT function