

Finance Manager Person Specification

	SKILL	ESSENTIAL	DESIRABLE
1.	A suitable accounting qualification commensurate with the role or qualified by experience.	✓	
2.	Skilled user of Sage 50 accounting software and Payroll software.	✓	
3.	Knowledge of spreadsheet modelling and the ability to interpret non-finance personnel's needs to provide solutions	✓	
4.	Experience of management account production, planning and budgeting.	✓	
5.	Experience of claiming Gift Aid.		✓
6.	Experience of working for a charity.		✓
7.	Experience of working with and managing staff and volunteers.		✓
8.	Excellent numeracy skills, with a high level of attention to detail, and accuracy.	✓	
9.	Excellent time management skills, working to a schedule to meet reporting deadlines.	✓	
10.	Computer literacy including Excel, Word, Outlook and in house software.	✓	
11.	Well developed interpersonal skills, to work positively as part of a team.	✓	
12.	Excellent communication skills particularly with non-finance personnel and volunteers.	✓	
13.	Willingness to undertake relevant training, to maintain the highest levels of professionalism.		✓

	SKILL	ESSENTIAL	DESIRABLE
14.	Understanding of the aims and objectives of Age UK South Cumbria.		✓
15.	Experience of working as part of a Senior Management Team		✓