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| **PERSON SPECIFICATION** | Essential | Desirable | Evidenced By |
| QUALIFICATIONS |
| Professional accountancy qualification (CCAB) or equivalent experience | ✔ |  | Application |
| CIPFA Certificate in Charity Finance & Accountancy |  | ✔ | Application |
| KNOWLEDGE AND EXPERIENCE |
| Knowledge of accounting procedures legislation  | ✔ |  | Application |
| Strong knowledge of OSCR, financial legislation in respect of charities and VAT |  | ✔ | Application/ Interview |
| Experience of payroll |  | ✔ | Application |
| Experience of Gift Aid |  | ✔ | Application |
| Experience of managing and developing staff | ✔ |  | Application/ Interview |
| Financial management of a SME, preferably in the third sector |  | ✔ | Application |
| Experience of budget development and management | ✔ |  | Application/ Interview |
| Experience of developing and implementing financial systems across an organisation | ✔ |  | Application/ Interview |
| SKILLS |
| IT literate (in particular, financial systems, Excel, SAGE)  | ✔ |  | Application |
| Numerical presentation skills | ✔ |  | Interview |
| Strong interpersonal and relationship building skills | ✔ |  | Interview |
| Excellent verbal and written communication skills | ✔ |  | Application/ Interview |
| Ability to analyse complex issues and develop solutions | ✔ |  | Interview |
| Excellent logistical and planning skills |  | ✔ | Application/ Interview |
| PERSONAL ATTRIBUTES |
| Self-motivated and disciplined, with ability to work with minimum supervision |  | ✔ | Application/ Interview |
| Able to work collaboratively within a small team of colleagues | ✔ |  | Interview |
| Dynamic and resourceful |  | ✔ | Application/ Interview |