

Person Specification

Post Title: Finance Manager

Criteria	Essential	Desirable
Training & Education		
<ul style="list-style-type: none"> • Qualified Accountant. 		√
Skills & Abilities		
<ul style="list-style-type: none"> • Excellent written and verbal skills including report writing and presentation. 	√	
<ul style="list-style-type: none"> • Excellent project and operational management skills to meet demanding personal and team deadlines. 	√	
<ul style="list-style-type: none"> • Analyse complex information and make informed financial judgements. 	√	
<ul style="list-style-type: none"> • Customer centred approach, flexible, confident and assertive manner. 	√	
<ul style="list-style-type: none"> • Strong IT skills. 	√	
<ul style="list-style-type: none"> • Excellent numeracy and mathematical skills. 	√	
<ul style="list-style-type: none"> • Strong attention to detail and accuracy. 	√	
<ul style="list-style-type: none"> • Ability to prioritise work and submit returns accurately, and on time. 	√	
<ul style="list-style-type: none"> • Ability to lead, motivate and empower staff team. 	√	
Experience		
<ul style="list-style-type: none"> • Several years of experience in a finance role. 	√	
<ul style="list-style-type: none"> • Successfully monitoring and reporting organisational performance. 	√	
<ul style="list-style-type: none"> • Preparation of financial accounts, management accounts, cash flow/treasury management, long-term financial planning and modelling. 	√	
<ul style="list-style-type: none"> • Preparation of financial information for the Association's Business Plans and other strategic processes. 	√	
<ul style="list-style-type: none"> • Preparation and monitoring of budgets. 	√	
<ul style="list-style-type: none"> • Risk management and business planning. 		√
<ul style="list-style-type: none"> • Cost benefit analysis and discounted cash flow methodology. 		√
<ul style="list-style-type: none"> • Reporting to groups/committees at board level, eg preparing and presenting papers. 		√
Knowledge		
<ul style="list-style-type: none"> • Funding mechanisms, securing long-term funding and financial issues facing social housing. 		√
<ul style="list-style-type: none"> • Sensitivity analysis and scenario planning. 		√
<ul style="list-style-type: none"> • Housing Association Accounting. 		√
<ul style="list-style-type: none"> • Housing Association and Scottish Government funding. 		√
Other Requirements		
<ul style="list-style-type: none"> • Respect for others and a commitment to equal opportunities. 	√	