**PERSONNEL SPECIFICATION**

DEPUTY AND FINANCE MANAGER

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| Attributes | **Essential** | **Desirable** |
| Qualifications | AAT Level 3 or above  | 5 GCSE passes including English and Maths |
| **Experience** | 5 years recent experience of Finance ManagementExperienced in staff management | Experience of working in a high volume processing environment |
| **Special Knowledge / Skills** | Knowledge of computerised Finance system for management accounts.Strong organisation and time management skills, with the ability to manage multiple competing deadlinesAble to review and develop systems and processesGood working knowledge of Quick BooksExperienced in manual payroll calculations, HMRC and The Pensions Regulator legislationGood ICT skillsBudgeting VAT returns  | BACS processingUnderstanding of the nature of Voluntary and Community Organisations |
| **Personal Circumstances** | Able to work occasional additional hours, especially at year end. |  |
| **Physical Requirements** | None specific |  |
| **Attitudes and Dispositions** | Able to prioritise workload Consistent hard workerGood organisational skillsDiplomatic mannerGood communicatorTeam playerCommitted to equal opportunities |  |