**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 Management  Experienced 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 deadlines  Able to review and develop systems and processes  Good working knowledge of Quick Books  Experienced in manual payroll calculations, HMRC and The Pensions Regulator legislation  Good ICT skills  Budgeting  VAT returns | BACS processing  Understanding 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 worker  Good organisational skills  Diplomatic manner  Good communicator  Team player  Committed to equal opportunities |  |