

PERSON SPECIFICATION – Financial Controller

Attributes	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • CCAB recognised qualified accountant 	
Experience	<ul style="list-style-type: none"> • 5 years' experience in senior finance • Has experience with complex organisational structures, and producing accurate accounts within this structure 	<ul style="list-style-type: none"> • Has experience of work in the Charity, voluntary and/or retail sectors. • Experience of liaising with auditors, business advisers and board members.
Knowledge	<ul style="list-style-type: none"> • Has excellent IT and data manipulation skills. Advanced excel skills (for example SUMIFS, VLOOKUPS and Pivot Tables) are essential. 	
Skills & Attributes	<ul style="list-style-type: none"> • Has impeccable attention to detail and an absolute dedication to always achieving accuracy • Has excellent written and verbal communication skills and can communicate complex, sensitive, or contentious information to colleagues and other stakeholders. • Is able to persuade, motivate and re-assure others through communication. • Has excellent problem solving and analytical skills, and is able to draw conclusions and • Suggest plans and strategies to deal with a broad range of 	



	<p>complex activities.</p> <ul style="list-style-type: none">• Has good organisational skills, including the ability to prioritise and allocate tasks to ensure that deadlines are met, adjusts plans and manages internal projects as appropriate.• Is able to work under their own initiative without supervision, generates solutions to problems and develops new policies and procedures as appropriate.	
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