

INTERIM DEPUTE HEAD OF FINANCE

Person Specification

Attributes	Essential	Desirable
Qualifications	<p>ICAS/ACCA/CIMA certified / membership or equivalent or working towards an appropriate qualification.</p> <p>Minimum of an HND, or equivalent, in a relevant area.</p>	<p>Degree</p> <p>Additional finance or accounting qualifications.</p>
Experience	<p>Relevant experience in a finance office or related financial environment which will involve working with the production of data and budget monitoring for a range of stakeholders.</p> <p>Experience of variance analysis and report writing; working with budget holders and senior management.</p>	<p>Experience of working in a Further Education environment.</p> <p>Relevant post qualification experience</p>
Skills/Knowledge	<p>Communication – Excellent written & verbal communication skills which will include report writing. Excellent numeracy and literacy skills.</p> <p>Computer Literacy – Working knowledge of computerised accounting systems. Knowledge and experience of using Microsoft applications, specifically spreadsheets & databases.</p> <p>Organisation and Time Management – Ability to organise self to maximise effectiveness and experience of working to deadlines</p>	<p>Knowledge of Symmetry / BluQube or other Oracle-based finance system.</p>

Other	<p>Ability to engage positively and constructively with stakeholders.</p> <p>Ability to offer flexibility and be adaptable to the changing needs of the Finance Department and the organisation.</p> <p>Staff Management Ability to lead and inspire a team and to maintain effective working relationships.</p> <p>Technical expertise Strong analytic and strategic thinking skills</p> <p>Results-Oriented: Focus on achieving measurable results and driving financial performance.</p>	<p>Staff development – Experience of training non-finance staff in the use of financial software and variance analysis.</p>
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