

PERSON SPECIFICATION – Finance Manager

	Essential	Desirable
Qualification	5 GCSEs or equivalent at grade C or above, including English Language and Mathematics	Accounting qualification eg. CIMA, AAT, ACA
Experience & Knowledge	Minimum of 2 year's recent experience of working in a finance role. Preparation and analysis of financial performance and KPI data. Communication of financial information to a variety of internal stakeholders. Training and supporting colleagues with financial responsibilities.	Knowledge of the elderly residential care sector.
General Aptitude	Strong organisational skills, ability to arrange own schedule and maintain detailed records. Verbal and written communication skills, ability to adapt styles to situations and stakeholders. Attention to detail and logical thinking, able to consider reasonableness and validity of data and question unexpected outputs. Questioning mind, always seeking improvements in processes.	
Specific Skills	Competent in Microsoft products, particularly Excel.	Experience of Xledger accounting system.
Personal Qualities	Approaches work with a flexible attitude, open to taking on new challenges. Ability to work as part of a team with minimal supervision, working across roles where required to ensure deadlines are met.	