

Personnel Specification

The Personnel Specification shows **essential** skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

Job Title: Group Financial Controller

Factor	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> Applicants must be fully qualified accountants (ACA/ACCA/CIMA) 	
Experience	<ul style="list-style-type: none"> Strong finance operations experience with a minimum 5 years' post-qualification experience including <ul style="list-style-type: none"> - Management Accounting experience with a commercial element - experience of producing and presenting robust financial projections with integrated profit & loss, balance sheet and cash flow statements - Board level reporting and provision of commentary to support decision making Experience of accountancy and payroll software. A minimum 1 years' operational management experience to include the management of key contracts and SLA'S Experience of providing finance advice and strategy across a group of companies in a cohesive commercial manner Experience of and proven track record of staff management 	<ul style="list-style-type: none"> Preparing year end accounts for a charity. Experience within a leisure or retail environment. Track record in managing growth and expanding a group, with commercial and accounting experience, due diligence and the legal or financial documentation of said deals / transactions. Experience of set up of a new company to include writing and implementing all financial procedures. Experience of Sage 50 Accounts Professional

Skills and Aptitudes	<ul style="list-style-type: none"> • Strong personal integrity. • Has a strategic outlook and is forward thinking in their approach. • Excellent commercial focus with the capability of applying focus to innovate and solve problems in order to achieve results. • Excellent negotiation, influencing and relationship building skills both internally and externally. • Excellent business development skills to develop new services. • Strong leadership and management skills with ability to promote and drive functional strategies and operational excellence. • Excellent oral and written communications skills. • Good interpersonal skills. • Excellent organisational skills including ability to prioritise workload and work to strict deadlines. • Good administration and IT skills including ability to maintain and update records and files. • Ability to work with figures and check details for accuracy. • Excellent analytical skills and the ability to communicate financial performance of a business to non-financial people 	
Special Circumstances	<ul style="list-style-type: none"> • Full driving licence and access to a car. 	