

Employers For Childcare

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: Finance and Operations Manager

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"> A minimum 5 years' post-qualification experience Experience of Sage 50 Accounts Professional, Microsoft Office and payroll software. A minimum 1 years' operational management experience to include the management of key contracts and SLA'S 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.
Skills and Aptitudes	<ul style="list-style-type: none"> Strong personal integrity. Excellent business development skills to develop new services Self-reliant, flexible, adaptable person. Excellent oral and written communications skills. Excellent presentational skills. Good interpersonal skills. Excellent organisational skills including ability to prioritise workload and work to strict deadlines. Excellent administration skills including ability to maintain and update records and files. Ability to work with figures and check details for accuracy. Ability to work with minimum supervision and on own initiative. Ability to build good working relationships. 	
Special Circumstances	<ul style="list-style-type: none"> Ability to work flexible, unsocial hours and to travel throughout 	

	<p>Northern Ireland, UK and elsewhere at times demanded by the job.</p> <ul style="list-style-type: none">• Full driving licence and access to a car.	
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