

Person Specification – Finance Officer

	Essential	Desirable
Qualification	<p>5 GCSEs (or equivalent) at grade C or above including English Language and Mathematics.</p> <p>Qualified or Part qualified management accountant or similar financial qualification.</p>	
Experience & Knowledge	<p>Minimum of 2 years' recent experience of working in a finance role.</p> <p>Experience of production of management information, including financial reports and Key Performance Indicators.</p>	<p>Knowledge of the care sector, and in particular residential care for older people.</p>
General Aptitude	<p>Strong organisational skills, able to arrange their own work schedule to meet deadlines, and maintain easy to access/use records.</p> <p>Verbal and written communication skills, ability to discuss complex/difficult issues and communicate appropriately with staff and third parties.</p> <p>Analytical approach – able to ensure the validity of information supplied / produced, and monitor compliance with policies.</p> <p>Committed to learning and take responsibility for own CPD to ensure this is up to date at all times with changes in good practice in areas of responsibility.</p>	

<p>Specific Skills</p>	<p>Experience of using accounts software, with particular experience of bank reconciliations, ledger maintenance, and generating reports.</p> <p>Competent user of Microsoft Excel.</p>	
<p>Personal Qualities</p>	<p>Able to maintain confidentiality when working with sensitive issues.</p> <p>Able to approach work with a flexible attitude, open to taking on new challenges.</p> <p>Ability to work as part of a team with minimal supervision and a flexible approach to work.</p>	