

**PERSON SPECIFICATION – ADVONET FINANCE DIRECTOR**

**Qualifications**

- Relevant degree/professional management qualification or equivalent work experience.
- A qualified accountant.

**Knowledge**

Essential

- An understanding of, or, specific interest in, the voluntary and community sectors and knowledge of structures and systems in the statutory sector.
- Finance and accounting principles in relation to charities and companies.

**Experience**

Essential

- At least two years management experience, preferably in the voluntary and community sector.
- Experience of managing and supervising staff.
- Experience of managing a multi-functional team.
- Substantial generalist experience in Finance.
- Experience of developing, implementing, delivering and evaluating performance management regimes.
- Experience of successfully managing budgets.
- Experience of strategic business planning.
- Experiencing of planning sustainable business development.

**Skills**

Essential

- Analytical thinking skills and ability to develop and implement finance systems, policy and practice that reflects and delivers organisation strategy and business objectives.
- Excellent mathematical skills and sound knowledge of financial analysis and forecasting.
- Ability to engage non-financial staff with the importance of financial considerations.
- Thorough understanding of data protection and information assurance principles and standards.
- Highly developed formal communication skills, including ability to write policies, reports, employee communications and undertake formal presentations.
- Excellent interpersonal skills, including networking, facilitation, provision of support and guidance, coaching and conflict management.
- Good collaborative, partnership and team working skills.
- Persuasive and practical approach to problem solving.

## PERSON SPECIFICATION - ADVONET / FINANCE DIRECTOR

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- IT literate in Sage and Microsoft Office packages (Word, Excel, Powerpoint and Outlook) in order to be self-supporting, including online research and production of reports and presentations.
- Ability to communicate effectively and concisely with a range of different audiences in a variety of formats.
- Willing and able to take strategic direction from, and to work with, CEO, Senior Management Team and Board of Trustees.
- Proven ability to prioritise own work and to work on own initiative with little direct supervision whilst managing competing priorities.

### **Personal Qualities**

#### Essential

- A commitment to equality, diversity and fairness and an ability to apply these principles in practical decision making.
- High level of self-awareness and commitment to your own professional development.
- A commitment to empowerment in all contexts.
- A commitment to client involvement and a co-productive approach.
- A strong sense of personal accountability for developing Advonet and increasing the range and scope of its work.
- Strong interpersonal skills including emotional intelligence and the ability to empathise.
- Positive solution focussed approach with demonstrable ability to find creative solutions.

#### Desirable

- Relevant lived experience (i.e. personal experience of being in need of the services provided by an organisation such as Advonet.)