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| Person Specification: | Finance Manager |
| The successful candidate will possess the following: | |
| Skills | <p>Excellent written and oral communication skills (E)</p> <p>Effective communicator and manager with a proven ability to motivate and develop staff teams (D)</p> <p>Ability liaise effectively with other staff and to offer advice and support when required (E)</p> <p>Ability to produce appropriate performance monitoring and financial information and to report to the Board (E).</p> <p>Ability to work on own initiative, prioritise work, handle pressure and take day-to-day decisions on the running of the organisation (E)</p> <p>Strong leadership skills to give direction to staff, fellow managers and advise senior management (E)</p> <p>Problem solving and ability to resolve complex issues (E)</p> <p>Experience of risk management and managing risk registers for Finance functions (D)</p> <p>Strong managerial qualities and experience, both at team and organisation wide level (E)</p> <p>Working knowledge of MS Office software packages (E)</p> <p>High level of IT competence and experience of accounting software and excellent MS Excel skills (E)</p> <p>Knowledge of SDM software (D)</p> |
| Knowledge & Experience | <p>Experience of senior financial management within the social housing sector or equivalent support services (E)</p> <p>Knowledge of occupational pension schemes (D)</p> <p>Knowledge of the Scottish Housing Regulator’s Regulatory Framework & requirements of the Scottish Social Housing Charter (D)</p> <p>A knowledge of loan portfolios and covenant compliance (D)</p> <p>Understanding of strategic management and business planning and the relationship with the finance function (E)</p> <p>Good understanding and experience of option appraisal methodologies (D)</p> <p>Experience in identifying efficiency savings and driving through value for</p> |

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| | money within an organisation (D) |
| Attributes (E) | <p>Able to communicate complex financial matters to non-technical experts (E)</p> <p>Ability to see problems from a variety of viewpoints and perspectives (E)</p> <p>Ability to bring operational knowledge to financial planning and scenario building (E)</p> <p>A desire for continual service improvement and value for money and a willingness to work in the community to provide this (E)</p> <p>Ability to manage and prioritise a changing workload (E)</p> <p>Ability to meet the practical requirements of the post including flexibility regarding travel and evening meetings (E)</p> |
| Qualifications | <p>A recognised CCAB accountancy qualification or equivalent (E)</p> <p>Member of appropriate professional body (E)</p> <p>Full Drivers Licence and access to a car on a daily basis (D)</p> |
| Team Behaviours - all members of staff are required to deliver the following behaviour (E) | <p>Compassion</p> <p>Collaboration</p> <p>Trust, encompassing integrity and openness</p> <p>Professionalism, encompassing, respect, knowledge, and learning</p> |
| Key | (E) Essential (D) Desirable |