



Person Specification

Job Title

Financial Operations Manager

Qualifications

Essential

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| • Professional Accountancy related qualification or significant experience in an Accounting Role. | A/I |
| • Experience working within a business with significant departmental reporting. | A/I |

Desirable

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|---|-----|
| • Professional Accountancy qualification (Degree/ACA/ACCA/CIMA) | A/I |
| • VAT & Payroll Understanding | A/I |

Key skills

Essential

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| • Proven ability to develop positive working relationships with individuals at all levels, ideally in Business Partnering. | A/I |
| • Proven organisation and time management skills | A/I |
| • A systematic approach to work with proven problem-solving skills | A/I |
| • Understanding and ownership of VAT returns, reviews and transaction amendments. | A/I |

Experience

Essential

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| • Demonstratable experience in leadership and line management, including coaching and development of staff | A/I |
| • Production, or assisting in the production, or monthly management accounts. | A/I |
| • Experience being part of an Audit team, either as an auditor or as a client. | A/I |
| • Balance Sheet reconciliations within tight timelines (working day 5) | A/I |
| • Experience working in Finance within the Education sector | A/I |

Knowledge

Essential

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|--|-----|
| • Charity Accountancy best practice. | A/I |
| • Willingness to partake in regular continued professional development | A/I |
| • Financial Rules and Regulations (particularly charity sector) | A/I |

Desirable

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| • Knowledge of the SORP, and up to date with CPD on legislation changes. | A/I |
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Other personal requirements

Essential

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| • Strong leadership, accountability and resilience | I |
| • Analytical and detail-orientated | A/I |
| • People focused and supportive | A/I |
| • Ability to maintain confidentiality and knowledge of UK GDPR | A/I |

Desirable

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|---|---|
| • Flexibility to work the hours and days to meet the needs of the college | I |
| • Full driving licence and access to a vehicle | A |

How we intend to assess your match with our person specification

A Application Form I Interview