

PERSON SPECIFICATION

REF: FM/1125

Job Title: Finance Manager

Essential Criteria

- Must have successfully passed the final professional examinations and be a full, current member of one of the professional bodies detailed below*:
 - Chartered Accountants Ireland
 - The Institute of Chartered Accountants in Scotland
 - The Institute of Chartered Accountants in England and Wales
 - The Chartered Institute of Management Accountants
 - The Association of Chartered Certified Accountants
 - The Chartered Institute of Public Finance and Accountancy
 - The Institute of Certified Public Accountants in Ireland.
- Three years' post-qualification** demonstrable full time (or equivalent part-time) experience gained in the last five years, in a finance related environment, in **two** or more areas of:
 - financial planning and budgeting
 - financial accounting/auditing
 - management accounting and cost analysis
 - development/implementation of financial systems.
- Two years' demonstrable full-time (or equivalent part-time) experience gained in the last five years, of utilising computerised accounting software packages.
- Demonstrable experience of implementing financial procedures and preparation of financial and statistical reports for a Senior Management Team or Board.
- Demonstrable experience of staff management, including leading a team and performance and development of staff.

Circumstances:

- Ability to work irregular and unsocial hours as required involving work outside normal office hours, at evenings, weekends and Bank Holidays.
- Valid driving licence and access to a form of transport, insured to enable the post holder to carry the responsibilities of the post in full.***

DESIRABLE CRITERIA

- Two years' demonstrable experience (or equivalent part time) of working in the public sector gained within the last five years.

Notes to Applicants:

* Applicants must demonstrate on their application form how the qualifications they have provided are equivalent, in level, to those qualifications requested above. They should give the details of the awarding body and the date awarded (the date awarded is the date on which you were admitted by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc. so that a well-informed decision can be made.

**Post Qualification Experience will be deemed to have commenced from the date on which applicants are admitted as fully qualified accountants to one of the professional bodies referred to at 1, having fully satisfied all the criteria of membership.

***This criterion will be waived in the Shortlisting by Application Form; in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by Sport NI