



THE PERSON

Finance Process Manager

| Criteria | Essential / Desirable | Method of Assessment |
|---|-----------------------|----------------------|
| Qualification | | |
| Level 3 standard of education (e.g. GCSE or A-level) or equivalent experience. | E | |
| ACCA/CIMA/ACA (fully qualified or part qualified training toward full qualification) | E | |
| Knowledge & Experience | | |
| Experience & knowledge VAT compliance, including VAT return submission and day to day understanding of VAT. | E | |
| Experience & knowledge of purchase and sales ledger management, including resolving day to day issues that may arise. | E | |
| Experience working with invoice capture/OCR solutions would be an advantage. | D | |
| Experience of processing payments and investments through web-based banking systems. | E | |
| Experience of supporting new finance system implementation and process improvements | D | |
| Extensive experience of managing a finance processing environment. | E | |
| Experience managing a month end process, including prepayments and accruals. | E | |
| Knowledge of year-end accounts process including preparation and review of audit lead schedules and deliverables. | E | |
| Experience of dealing with internal and external auditors and implementing recommended improvements in procedures and controls. | E | |
| Experience with Unit 4 ERP financial system. | D | |

Person Specification

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| Experience of managing a diverse group of staff to ensure effective service delivery. | E | |
| Experience of managing changing priorities and situations. | E | |
| Experience of planning the use of resources and contributing to financial decisions. | E | |
| Experience of working in the public sector. | D | |
| Skills & Abilities | | |
| The ability and will to further career development by studying to continue professional development | E | |
| Able to monitor and evaluate procedures/processes to recommend improvements and implement them where necessary. | E | |
| Excellent written, verbal and presentation skills including the ability to produce and share complex information. | E | |
| Able to analyse and interpret data and information to support decision making. | E | |
| Excellent level of interpersonal and negotiation skills, able to communicate professionally and tactfully to build constructive relationships. | E | |
| Can effectively balance own work, priorities and deadlines against managing team(s). | E | |
| Able to identify the need to change and successfully lead teams through periods of change. | E | |
| Able to use professional judgement and diplomacy to make decisions. | E | |
| Other | | |
| The ability to travel around the county may be required. | E | Application Form |
| Willingness to work flexibly. | E | Application Form |

Person Specification

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| Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. | E | Application Form |
| Contribute to a positive working environment ensuring commitment to equality and diversity. | E | Application Form |