

RFCA FOR YORKSHIRE AND THE HUMBER

PERSON SPECIFICATION

JOB TITLE: HEAD OF FINANCE

CRITERIA	STANDARD	E/D	MEASURED BY
Work Experience	Administration	E	Application
	Purchase Ledger control	E	Application
	Sales Ledger control	E	Application
	Payroll control	E	Application
	Balance Sheet and Profit and Loss reconciliation	E	Application
	Financial management	E	Application
	Budget control	E	Application
	Auditing of accounts	D	Application
	Cash flow management	E	Application
Skills	Ability to use Sage Line 50 (payroll module)	D	Application/Interview
	Ability to use Microsoft Word and have advanced Excel background	E	Application/Interview/Test
	Ability to communicate clearly in writing and orally	E	Application/Interview
	Ability to produce accurate work to tight deadlines under pressure	E	Application/Interview
Qualifications	Minimum AAT4 or equivalent experience or evidence that you are working towards AAT4	E	Application
Attitude	Positive individual, who recognises the importance of accuracy and timeliness in the production of financial information	E	Interview
	Individual who can be flexible as required	E	Interview

E = Essential D = Desirable