

HEAD OF FINANCE

Person Specification

Attributes	Essential	Desirable
Qualifications	Qualified Chartered Accountant	Additional finance or accounting qualifications ECDL
Experience	<p>Direct line management responsibility for staff, including staff planning and performance reviews.</p> <p>Key contact for external auditors</p> <p>Experience of working with integrated financial accounting systems</p> <p>Review and documentation of internal systems & controls</p> <p>Integration of information from different software packages</p> <p>Cash flow projections</p> <p>Preparation of monthly management accounts and timetables</p> <p>Preparation of claims and returns to external bodies</p> <p>Balance Sheet control account reconciliations</p> <p>Budget variance reporting Experience of private practice or Public Sector Finance.</p>	<p>Government accounting</p> <p>Ensuring compliance with audit recommendations</p> <p>Fixed asset accounting</p> <p>Review and updating of financial regulations and procedures</p> <p>Design and presentation of staff training sessions</p> <p>Auditing at manager level or above</p>

	Experience of the preparation of annual statutory financial statements for audit.	
Skills / Knowledge	<p>High level technical accounting skills</p> <p>Ability to design financial reports</p> <p>Design and presentation of reports for a varied audience</p> <p>High level of Microsoft Office skills</p> <p>Excellent written and verbal communication skills</p> <p>Excellent knowledge of:</p> <ul style="list-style-type: none"> • FRS 102 – The Financial Reporting Standard in the UK and; • SORP 2015 – Accounting for Further and Higher Education • UK GAAP 	<p>Knowledge of the Symmetry (Oracle based) accounting package</p> <p>Knowledge of the Scottish further education sector</p> <p>Familiar with the Government Financial Reporting Manual</p> <p>Familiar with requirements of the Office of the Scottish Charity Regulator returns</p> <p>Knowledge and experience of the Scottish Public Finance Manual (SPFM) and Government Financial Reporting Manual (FReM), and Scottish Charities Legislation</p>
Other	<p>Flexible approach to work</p> <p>Strong organisational skills</p> <p>Analytical thinker</p> <p>Ability to motivate a team and to foster and maintain effective working relationships at all levels of an organisation</p> <p>Ability to work to tight deadlines</p>	