Person Specification: Financial controller

Please highlight how you meet the selected person specification by completing the table below and submit alongside your CV and covering letter.

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| --- | --- |
| **Skills and Abilities** | **Evidence** |
| Exceptional communication skills – both written and verbal |  |
| Accurate self-awareness to adjust communication styles to different audiences |  |
| Understanding and commitment to diversity, inclusion and equal opportunities |  |
| Ability to work under pressure, and to balance conflicting demands and meet tight deadlines |  |
| Proven use of IT systems and high level of competency in the use of MS Office  |  |
| Ability to use Microsoft Excel to a strong level |  |
| Ability to explain ideas/concepts in a clear and evidenced way |  |
| Well-developed management skills |  |
| Ability to create and commit to personal development plan |  |
| Strong written and oral presentation skills  |  |
| A clear UK driving license and ability to use own car to travel to meetings is needed for this role – *a ‘yes’ or ‘no’ response is only needed* |  |
|  |  |
| **Knowledge** |  |
| Strong understanding of double entry and its importance in accounting, with ability to prepare journals for month end, year end and any other required adjustments |  |
| Knowledge of management accounting, budgets, forecasts and year end processes |  |
| Understanding of accounting systems and ability to quickly establish competence in a new system |  |
|  |  |
| **Proven Experience** |  |
| Part Qualified ACCA, or CIMA |  |
| Previous financial data entry and reconciliations experience with evidence of daily accounting operations |  |
| **Personal Disposition** |  |
| Solution and outcome focussed |  |
| Passion for self-development  |  |
| Passion for sport, physical activity and Physical Education |  |
| Strong desire to excel at whatever task is at hand |  |
| Adaptable and flexible interpersonal style to help build collaborative working relationships  |  |
| Personal integrity and the ability to invoke trust and respect from others |  |
| Self-motivated and personally accountable for own performance  |  |
| Resilient, particularly in response to failure or challenge |  |
| Part Qualified ACCA, or CIMA |  |
| Previous financial data entry and reconciliations experience with evidence of daily accounting operations |  |