

JOB DESCRIPTION & PERSON SPECIFICATION

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below:

JOB TITLE:	Finance & Administration Manager		
	Essential	Desirable	Tested by
Knowledge, Education, Qualifications and Training			
A well-rounded background with expertise in finance, IT and administration, along with the ability to lead, communicate, and navigate complex organisational requirements	X		CV / Interview
Proactive in staying up to date with financial regulations, charity financial issues and best practice and applying knowledge appropriately to support the development of the organisation	X		CV / Interview
Empathy with refugees and asylum seekers and basic understanding of immigration and asylum laws and the issues that face our client group		X	CV / Interview
AAT qualified, or higher, with at least five years' experience working in an account management role	X		CV / Certificates
Evidence of Continued Professional Development relevant to the role purpose and level.		X	CV / Certificates
Skills and/or Abilities			
Well-developed communications and interpersonal skills with an ability to build strong relationships and working partnerships with other organisations, suppliers, co-workers and trustees.	X		CV / Interview
Excellent attention to detail and accuracy in all work with well-developed organisational and administrative ability, including proven success in setting up systems, keeping records and delivering financial reports to deadline and to a high standard	X		CV / Interview
Positive, pro-active approach, with an ability to problem-solve and the drive to develop and implement new systems and processes, as necessary.	X		CV / Interview
Discreet, trustworthy and respects confidentiality.	X		CV / Interview
Experience			
Experience of managing financial accounting systems	X		CV / Interview
Experience of QuickBooks		X	CV / Interview
Experience of managing, developing and motivating people	X		CV / Interview
Other Requirements			
Commitment to Refugee Resource's core values and strategic direction.	X		CV / Interview
Committed to personal development.	X		Interview
Provide leadership, including by modelling positive behaviours to the staff team.	X		Interview

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	Essential	Desirable	Tested by
Maintain a basic knowledge and understanding of issues affecting refugees and asylum-seekers, and of mental health issues.	X		Interview
To undertake any other duties as may be required from time to time, which are commensurate with the nature of the post.	X		Interview