

Person Specification – Finance & HR Lead

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of **Finance & HR Lead**.

This form also indicates how the different requirements may be assessed during the selection process:

A = Application Form, I = Interview, E = Exercise

ESSENTIAL REQUIREMENTS

Method of Assessment

	A	I	E
Education and Qualifications:			
Good standard of education (Minimum GCSE, NVQ Level 3 or equivalent including Maths and English)	X	X	
Proficient in the use of SAGE and/or Xero Accounting systems	X	X	
Experience in Financial Management including budget planning and monitoring, including grant tracking	X	X	
Proficient in the use of all MS systems specifically Excel, Word and Outlook	X	X	X
Employment History:			
Previous experience working in a similar role – ideally a minimum of 2 years	X	X	
The Project:			
Experienced in the handling of financial data and of using accounting software SAGE and/or Xero	X	X	
Experience of creating and implementing robust financial controls	X	X	
Knowledge, skills and experience of financial administration to support the reporting of financial income and outcomes, carrying out payments via internet banking, handling money and maintaining appropriate records.	X	X	
Experience and understanding of financial scrutiny and audit	X	X	
Experience of managing / prioritising tasks	X	X	
Ability to process and collate information	X		X
Ability to prepare reports and information for a range of situations	X		X
Managing Others:			
Possess a solution focussed ‘can do’ attitude and be a good team player who is able to build relationships quickly	X	X	
Ability to coach and support team members	X	X	
Ability to work under own initiative	X	X	X
Working in partnership and in the wider context:			
Experience of working with external partners to support service delivery	X	X	
Presentation skills with the ability to match the delivery of information to the audience	X	X	X

	A	I	E
Self-management / Personal Attributes:			
Excellent numeracy skills and attention to detail with the ability to produce work at a high level of accuracy	X		X
Excellent oral and written communication skills with the ability to communicate with a wide range of people in a professional and friendly manner	X	X	X
A positive and creative approach to tackling tasks	X		X
Ability to manage workload with good time management and the ability to deal with conflicting priorities	X	X	
Possess good analytical and problem solving skills	X		
Ability to deal sensitively and appropriately with confidential information	X	X	
Demonstrate integrity and commitment to good governance	X	X	
Ability to work in a non-discriminatory manner, in accordance with Harvey Girls' Equality Policy	X	X	
Understand the need for professional boundaries and confidentiality	X	X	
Good written and verbal communication skills	X	X	X
Ability to embrace and adapt to changing circumstances and new ideas	X	X	
Special requirements:			
Able to work flexibly, with some occasional evening or week-end work as and when required	X	X	
Willingness to access training opportunities		X	
Full UK driving licence and use of a vehicle with appropriate Business Insurance	X		
Eligibility to work in the UK	X		

DESIRABLE REQUIREMENTS

	A	I	E
Knowledge, skills and experience of managing charity finances from planning through to implementation and reporting	X	X	
Finance qualification (AAT or equivalent)	X	X	
Proven experience within an HR administration type role	X	X	
Experience of administering monthly payroll and staff expenses	X	X	
Experience of working in the voluntary sector or as a volunteer	X	X	
Knowledge of the work of Harvey Girls (East Staffordshire Family Support Service & Dads4Dads)		X	
Understanding the needs of vulnerable families and a passion to deliver change	X	X	
Understanding and awareness of Safeguarding / Child Protection Legislation	X	X	X
Awareness of current legislation and policies relating to children and families	X	X	
Knowledge of the Voluntary sector and the roles and responsibilities of the Trustee Board	X	X	

Please note:

Induction and Training received on start of position:

- Individual training on policies and procedures and service standards
- Safeguarding Training
- Estimated completion of induction and training will be 6 months.

Working Environment

- General working from office - based in Horninglow, Burton on Trent or at the Family Hub at Abbot Beyne School, Winshill, Burton on Trent.
- Harvey Girls and Dads4Dads sessions run from venues across Burton.
- 'One to One' Outreach is delivered within client's homes throughout East Staffordshire.
- School Link Workers are based in local schools
- Staff are required to maintain a high level of confidentiality at all times.

Competencies	
(Competencies are a mixture of knowledge, skills and attitude which provide a clear description in simple language of what a person needs to be able to do to carry out his or her job effectively)	
<i>Core Values of the organisation</i> <i>(Core competencies apply to all roles. They are common to everyone as they represent the behaviours and personal skills required from all staff)</i>	<i>Indicators of Expected Performance</i>
<p><u>Adapt to change</u></p> <p>React positively and with enthusiasm to change and improvement.</p> <p>Be willing to adapt to differing work demands and situations</p>	<ul style="list-style-type: none"> • Accept change is ongoing • Be open to new ideas/understand what good looks like • Look for new and better ways of doing things • Remain focused on goal • Learn from change • Understanding of charitable objections which drive the organisation
<p><u>Communicate well with others</u></p> <p>Listen to the needs of others and convey information clearly and accurately</p>	<ul style="list-style-type: none"> • Be patient, polite, approachable and helpful • Empathise with people from all backgrounds and cultures • Respect opinions and views of others • Tell the right things to the right people at the right time in the right way • Present written material in a professional way • Use discretion appropriately, maintain confidentiality at all times • Adapt to any special communication needs people have • Use body language effectively and understand its effects on others
<p><u>Get the best out of self and others</u></p>	<ul style="list-style-type: none"> • Rise to the challenge of doing a difficult task • Show confidence in own ability and expertise

<p>Continuously strive to improve one's knowledge, skills and abilities to produce the best results.</p> <p>Motivate, guide and support others to develop</p>	<ul style="list-style-type: none"> • Know own job and know themselves • Share in identifying their own training and development needs and utilise resources e.g. access to training and development/methods • Learn from mistakes • Take constructive criticism positively • Recognise own strengths and weaknesses including any stereotypes or prejudices
<p><u>Impress the family</u></p> <p>Ensure service provided consistently meets the family's needs</p>	<ul style="list-style-type: none"> • Understand how actions impact upon the quality of family service • Think from the family's perspective; show empathy to the family's situation and any special needs • Listen to the families and address all relevant concerns and needs • Take responsibility for achieving an outcome • Act on promises and meet deadlines • Be knowledgeable and well-informed, provide relevant and accurate information to families • An awareness of the complaints procedure
<p><u>Work well with others</u></p> <p>Contribute towards working as part of a team and involve others through liaising and building trust</p>	<ul style="list-style-type: none"> • Know when you have the power/authority to make decisions and when to seek help • Be flexible • Share credit and responsibility • Share ideas, skills and knowledge • Work towards the common goals of the team • Be prepared to listen and support other team members and staff in the wider organisation • Understand own/others roles and how they impact upon each other • Be aware of own role in the organisation and how it contributes to the organisations strategy • Be aware of the management structure within the organisation – Trustees