



The Edmund Trust

SUPPORTING PEOPLE WITH LEARNING DISABILITIES

Person Specification

Job Title: Head of Finance
Department: Senior Management Team
Reporting To: CEO

Qualities	Essential Those qualities which are essential to perform the job	Desirable Those qualities which allow the job to be performed to the optimum level
Experience and skills	Minimum 5 years' post qualifying experience or substantial experience of managing a finance function Experience of financial modelling and systems implementation Experience of board reporting, provision of advice and narrative Experience of change management and making an active contribution to transforming organisations Excellent Excel modelling skills Acute critical thinking and analytical skills Robust, all-round technical experience Strong commercial experience including understanding the importance of managing and reporting of cashflow Experience of reviewing, improving and designing financial systems and processes, including the use of technology and automation to improve efficiency Experience of supporting tenders, bids and bid meetings	Experience of heading up the finance team of an organisation Experience of working in the charity/not for profit sector Experience in a Company Secretary role Success at supporting and driving business expansion Experience of cross-departmental collaboration on shared systems or processes (e.g. with HR or Operations) to improve organisational efficiency
Personal qualities	Team player with leadership skills; including the ability to coach and energise others	



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	Ability to support, advise and influence whilst providing strong financial control (where necessary) Flexible and imaginative – able to utilise a variety of approaches to working and to providing solutions Ability to communicate effectively to people at all levels inside and outside the organisation Hands on approach to management Ability to talk to non-finance people about numbers Ability to work under pressure and to deadlines Curious and proactive about new ways of working, including emerging technology, balanced with sound judgement about what is appropriate for a charity's resources and risk profile	
Education/Qualifications	Accountant "qualified by experience" Minimum 2 A levels or NVQ level 3 equivalent	An appropriate accountancy qualification e.g. ACA/ACCA/CIMA
Knowledge	Good working knowledge of finance and accounting systems with a willingness to evaluate and adopt new technology	Good knowledge of finance and accounting systems; experience with modern cloud-based accounting or automation tools would be an advantage
Other	Car driver with own car for business use Ability to work additional hours as required	