



Person Specification

Job Title

Finance Manager

Applicant Information

If the panel decides, from the information contained in your application, that you do not meet any one of the essential criteria, then you will not be shortlisted.

Applicants should clearly and unambiguously demonstrate in their application how they meet all the criteria outlined below. Clear evidence should be provided of all the elements of each criterion in the application form giving specific length of experience, examples and dates. It is not sufficient to simply provide a list of duties and responsibilities. The selection panel will not make assumptions from the title of an applicant's post or the nature of the organisation as to the skills and experience gained.

If an applicant does not provide sufficient detail, including the appropriate dates, in their application form against each individual criterion as stated, the selection panel will reject the application.

If you believe that your qualifications are equivalent to those listed, then this must be clearly detailed in your application. The panel may request that you provide evidence of equivalency.

The following essential criteria will be applied at shortlisting stage. Applicants must have:

Essential Criteria 1

Be a fully qualified accountant having successfully completed the appropriate professional examinations and hold continuing membership of one of the following CCAB bodies:

- The Chartered Institute of Public Finance and Accountancy
- The Chartered Accountants Ireland (CAI)
- The Institute of Chartered Accountants Scotland
- The Institute of Chartered Accountants England and Wales
- The Association of Chartered Certified Accountants
- Chartered Institute of Management Accountants
- The Institute of Public Accountants in Ireland

Essential Criteria 2

A minimum of two years demonstrable experience of Sage, (including preparing and posting transactions, journal entries and bank reconciliations) and of producing spreadsheets analysing data on Microsoft Excel or equivalent.

Essential Criteria 3

A minimum of two years demonstrable experience of undergoing financial verification and auditing procedures.

Essential Criteria 4

A minimum of two years demonstrable experience of preparing and monitoring budgets and financial projects.

Essential Criteria 5

A minimum of two years demonstrable experience in direct line management of staff including evidence of workload management and distribution.

Essential Criteria 6

A minimum of two years demonstrable experience and knowledge of good practice in financial systems and relevant law and regulations.

Essential Criteria 7

A minimum of two years demonstrable experience of high level of administrative skills and experience of company secretarial duties.

Essential Criteria 8

A minimum of two years demonstrable experience of working as part of a team (but with minimal supervision) and the ability to work flexibly and contribute positively as part of a team.

Essential Criteria 9

Demonstrable evidence of being able to work on own initiative using good planning and organisational skills.

Please note

Applicants are to submit applications at the following address: recruitment@nicrc.org.uk
CVs will not be accepted. Late or Incomplete applications will be rejected.

Please note

It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included.

Applicants are to submit applications to the following address: recruitment@nicrc.org.uk. CRC does not accept applications via post.

Any candidate with a disability, experiencing difficulty in completing an application form should contact recruitment@nicrc.org.uk immediately

CRC will use the time the form is received according to the Community Relations Council's computer systems, not the date and time sent from the candidates e-mail system.

The Community Relations Council accepts no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise.