



Person specification			
Post title	Knowsley Youth Mutual Finance & Reporting Manager	Grade	M

**\*\*\* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months \*\*\***

Criteria	Essential requirements	* M.O.A
<b>Skills, knowledge, experience etc</b>		
1	As this is a chief finance role, the ability to work independently is paramount, plus the ability to tackle problems creatively and to think laterally.	A, I and T
2	Excellent financial management and financial planning skills, with extensive experience of budgeting and monthly reporting	A, I and T
3	Ability to analyse financial issues and to interpret complex information and to offer sound, reliable professional advice	A, I and T
4	Competent and confident in using Microsoft Office, with extensive experience of Excel	A, I and T
5	Ability to work effectively under pressure, managing conflicting priorities and to meet challenging deadlines	A, I and T
6	Outstanding communication skills; ability to communicate effectively at CEO and SMT level and to liaise effectively with external auditors and KYM customers and funders	A, I and T
7	Knowledge of VAT regulations and experience of quarterly VAT reporting	A, I and T
<b>Qualifications</b>		
8	CCAB or equivalent qualification	C
<b>Health and safety</b>		
10	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities. Ability to use equipment as instructed and trained	A and I

<b>Personal attributes and circumstances</b>		
11	A positive, enthusiastic outlook with the energy, enthusiasm and determination to succeed	A and I
12	The drive to develop systems and implement change to enhance the finance function	A and I

**\*Method of assessment (\*M.O.A)**

**A** = Application form

**C** = Certificate

**E** = Exercise

**I** = Interview

**P** = Presentation

**T** = Test

**AC** = Assessment centre

<b>Date</b>	<b>Approved by authorised manager</b>	<b>Designation</b>
15 Jan 2019	Paul Oginsky 2019	CEO

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**