Courage Compassion Vocation

Senior Accounts Manager Person Spec

Qualities	Essential	Desirable
Qualifications	A level or degree qualification in Business Management or Accounting or extensive experience in a similar role	Professional Business Management or Accountancy qualification
Experience	Experience of working in an administration and finance department in a business, public sector environment, charitable or education organisation Experience of operating a rigorous budget-setting, forecasting and reporting cycle Experience of preparing regular and comprehensive management information, financial and non-financial – within agreed deadlines and frequency to support strategic decision making	Previous responsibility for producing month end accounts for an organisation Ability to consolidate individual budgets/accounts and reconcile control accounts Experience of completing month end accounts, bank reconciliations and VAT returns
Special skills	Excellent communication skills, both orally and in writing, and specifically an ability to communicate financial information, policy and strategy at all levels of the organisation Excellent analytical skills and experience of financial reconciliation Strong IT skills, including Excel and accounting software	An ability to analyse contracts ensuring best value Knowledge of various accounting packages

Personal attributes	Committed to the furthering the values and aspirations of STMAC including its Christ centred values and beliefs. Committed to excellence in safeguarding and child protection standards Committed to continuous improvement and continuous professional development and ongoing, regular training. High level of integrity, tact and discretion, particularly when dealing with confidential information and different levels within STCMAC Well-organised and able to respond effectively and efficiently to the pressure of competing demands, deadlines and workloads. Self starter who takes ownership and follows up, demonstrating high levels of collaboration with internal and external stakeholders. Model of good self-care and a responsible work-life balance.	
Circumstances	Availability to attend meetings off-site as and if required	Availability for working in various locations across STMAC as and if required