



Role profile

This document should be completed for every role in order to facilitate effective recruitment and to ensure all know what is expected of them in their role.

Job details

Job title	Head of Finance
Reports to	Chairperson
Function	Executive Board

Key areas	Main duties and responsibilities
<ul style="list-style-type: none"> Leadership 	<ul style="list-style-type: none"> Awareness of empowerment Encourages others with enthusiasm and support Appreciation of role and the importance of achieving goals Motivates others Prepared to be hands on in approach in addition to taking a strategic view.
<ul style="list-style-type: none"> Communication 	<ul style="list-style-type: none"> Promote best practice Comply with company procedures Ensure work is delivered clearly and is easily understood Ensure audit process is clearly defined Ability to listen
<ul style="list-style-type: none"> Change Management 	<ul style="list-style-type: none"> Sees change as an opportunity Uses it to focus and make improvements to organisations. Involves and persuades others of benefits of change. Manages change so as to bring about improved working practices

Person specification

Criteria	Requirement
<ul style="list-style-type: none"> Knowledge and experience 	<ul style="list-style-type: none"> Qualified accountant Ability to work as part of a team Experience of drafting profit and loss accounts from scratch Cash flow experience Budgeting experience Experience of using and rolling out accounting packages
<ul style="list-style-type: none"> Skills/Qualifications 	<ul style="list-style-type: none"> Good IT skills (Excel etc) Excellent organisational skills Excellent time management skills
<ul style="list-style-type: none"> Personal Qualities 	<ul style="list-style-type: none"> Calmness Working on own initiative Approachable Ability to challenge