



Person Specification

Finance Manager

Home-Start South Warwickshire

The Finance Manager is a key role in Home-Start South Warwickshire, working with the Charity Operations Manager to ensure that the charity maintains excellent financial governance and meets its regulatory obligations.

Essential experience and skills:

- At least three years relevant bookkeeping experience
- Minimum AAT Level 3 or equivalent qualifications
- Experienced user of a major accounting platform, preferably Xero
- Experience of contributing towards production of annual accounts
- Knowledge and experience of working with and drawing up financial budgets
- Working knowledge of payroll process and procedure
- The ability to analyse and interpret data
- Strong interpersonal skills - the ability to work well with people at all levels both within the organisation and our wider stakeholder community
- Proven ability to plan proactively and prioritise
- The ability to work well within a small team environment
- Resilience and an ability to work on own initiative
- Excellent communication and presentation skills
- Strong IT skills (MS Office and databases)
- An interest in the needs of children and families
- Eligible to work in the UK

Desirable experience and skills

- Working knowledge of financial legislation and regulations relating to charities