

**Person Specification**

**Head of Finance**

SIFA Fireside is committed to inclusive employment practices and we are particularly interested in applications from individuals who have lived experience of the issues our clients face. We encourage applicants to think creatively about how they can meet the requirements of the person specification. We are looking for talented individuals who align with our values and support our vision and mission – there are no barriers to how you demonstrate this.

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| **Criteria** | **E- Essential****D - Desirable** | **Assessment** |
| Application | Interview | Task |
| **QUALIFICATIONS** |  |  |  |  |
| 1. Recognised accounting qualification
 | D | 🗸 |  |  |
| **KNOWLEDGE, SKILLS, EXPERIENCE** |  |  |  |  |
| 1. Substantial experience of managing finance or operations for a voluntary sector organisation.
 | E | 🗸 | 🗸 | 🗸 |
| 1. Demonstrable experience of leading and developing a successful finance or operations strategy.
 | E | 🗸 | 🗸 |  |
| 1. Proven experience of effective budget management
 | E | 🗸 | 🗸 | 🗸 |
| 1. Substantial experience of managing staff and volunteers
 | E | 🗸 | 🗸 |  |
| 1. Clear understanding of current adult safeguarding practice and its implementation in a complex setting
 | D | 🗸 | 🗸 |  |
| 1. Understanding of and commitment to maintain confidentiality and professional boundaries at all times
 | E | 🗸 | 🗸 |  |
| 1. Excellent knowledge of IT systems including Microsoft office packages and internet navigation
 | E | 🗸 | 🗸 |  |
| 1. Understanding of GDPR and associated data protection legislation
 | D | 🗸 | 🗸 |  |
| 1. Experience of using an accounts system for processing of income and expenditure, including payments and reporting
 | E | 🗸 | 🗸 | 🗸 |
| 1. Experience of implementing IT processes and systems
 | D | 🗸 | 🗸 | 🗸 |
| 1. Ability to interpret financial information for non-finance members of staff
 | E | 🗸 | 🗸 | 🗸 |
| 1. Proficiency in financial accounting and reporting, including external statutory reporting and audit
 | E | 🗸 | 🗸 |  |
| 1. Proven ability for implementing and monitoring financial controls
 | E | 🗸 | 🗸 |  |
| 1. Sound knowledge of finance, HR, policy making, quality management, strategic development and change management
 | E | 🗸 | 🗸 |  |
| 1. An understanding of income generation, grant management and pipeline monitoring processes.
 | E | 🗸 | 🗸 |  |
| 1. Ability to write high quality funding bids to a range of funders including grant giving trusts and foundations.
 | D | 🗸 | 🗸 |  |
| **BEHAVIOURS AND PERSONAL ATTRIBUTES** |  |  |  |  |
| 1. Exceptional communicator, personable and empathetic
 | E | 🗸 | 🗸 |  |
| 1. Committed to being visible, accessible and accountable to clients, staff, volunteers, board and other SIFA Fireside stakeholders
 | E | 🗸 | 🗸 |  |
| 1. Proven commitment to SIFA Fireside’s vision and values
 | E | 🗸 | 🗸 |  |
| 1. Ability to work flexibly
 | E | 🗸 | 🗸 |  |
| 1. Exercises tact and discretion dealing sensitively with challenging situations
 | E | 🗸 | 🗸 |  |
| 1. Highly energetic with a passion for working with people experiencing multiple disadvantage including homelessness
 | E | 🗸 | 🗸 |  |
| 1. Proactive and able to independently seek out opportunities to improve practice
 | E | 🗸 | 🗸 |  |
| 1. Enthusiasm for working collaboratively in a small, fast-paced, and developing charity, with the positive and approachable attitude, tenacity, and innovative problem-solving qualities this requires.
 | E | 🗸 | 🗸 |  |
| 1. Autonomous and able to make decisions quickly and independently
 | E | 🗸 | 🗸 | 🗸 |
| 1. Can take measured risks and balance competing demands
 | E | 🗸 | 🗸 |  |
| 1. Strong influencing skills with a range of audiences to achieve positive outcomes
 | E | 🗸 | 🗸 |  |
| 1. Highly motivated self-starter with a determination and resilience to routinely achieve ambitious results.
 | E | 🗸 | 🗸 |  |
| **SPECIAL REQUIREMENTS** |  |  |  |  |
| Enhanced DBS | E | 🗸 |  |  |
| UK driving licence | D | 🗸 |  |  |