

**APEX HOUSING ASSOCIATION
EMPLOYEE SPECIFICATION**

POSITION: Finance Manager

DATE: March 2021

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS	Qualified in ICAI, ACCA, CIMA or other recognised equivalent accountancy qualification	5 Years post qualification experience
RELEVANT EXPERIENCE	3 years experience in a financial management role including: <ul style="list-style-type: none"> • preparation of management accounts and statutory accounts in a large complex organisation (T/o > £10m) • experience of financial planning, forecasting and budgeting in a large organisation • experience of the management of a high value assets register 	Experience in social housing/charitable sector and Preparation of complex, high value, strategic business cases, business improvement projects and change initiatives Treasury management experience involving a large value loan/bond portfolio 2 years staff management experience (in a team environment)
SPECIALIST KNOWLEDGE/ TRAINING	IT Skills (Windows/Word/Excel) Knowledge of the housing/charitable sector in NI	Open accounts/payroll systems/Housing Management Systems/BRIXX Systems report building experience
SKILLS & ABILITIES	Leadership skills Negotiation skills Organisation skills Attention to detail Accuracy Ability to prioritise and meet deadlines Ability to work on own initiative Excellent written and verbal communication skills Innovative and forward thinking Ability to analyse and solve problems	
DISPOSITION	Awareness of confidentiality Mature approach to work Able to manage change	
CIRCUMSTANCES	Flexibility towards working hours when required. * Current Driving Licence and access to a car	

* This criteria will be waved in the case of an applicant whose disability prohibits driving, but who is able to arrange suitable alternative arrangements.