

PERSONNEL SPECIFICATION

Job Title:	Head of Finance
Department:	Finance Department
Responsible to:	Director of Operations
Salary Grade:	PT8 salary scale - £58,000 - £65,000
Hours:	37.5 hours per week

CRITERIA

1. Qualifications and Knowledge

Essential

- Full membership of a CCAB registered accountancy body or equivalent professional qualification.
- Up to date knowledge of
 - o financial management systems and processes
 - o charity regulation and reporting requirements

Desirable

- Good knowledge of the governance structure of the Presbyterian Church in Ireland, particularly in relation to finance

2. Relevant Experience

Essential

- At least 5 years' recent experience in financial management at a senior level within a significant organisation e.g. business, central government, local government, charitable entity or firm of practising accountants
- Experience of staff management
- Experience in initiating and managing significant change / projects

Desirable

- Have a wide range of accounting and financial management experience
- Experience of staff management in a finance / accounting team
- Have experience of governance, accounting and reporting in a charitable organisation, including reporting in accordance with the Charities Statement of Recommended Practice.

3. Personal Attributes

Essential

- Have a high level of written and oral communications skills (including public speaking and presentation skills)
- Have very good interpersonal skills in both formal and informal settings
- Have good management and leadership skills
- Have proven experience in working to deadlines in the context of a heavy and diverse workload
- Able to take the initiative in the development of all aspects of the job and be proactive in implementation

4. Special Circumstances

Essential

- Must evidence personal Christian faith in practice and expression, normally demonstrated by active membership of a Christian congregation*.
- Must be willing and able to carry out the leadership role required of a Head of Department in PCI
- Must be willing to maintain professional registration with the appropriate CCAB or equivalent body and adhere to relevant Codes of Practice
- Must be willing to work within the Christian ethos of PCI.
- Must be willing to work additional hours to fulfil the reasonable requirements of the job and occasional telephone/e-mail communication at home.
- Must have access to a car for work purposes

*The essential nature of this post requires that the successful candidate be a Christian as provided for under excepted occupations in the Fair Employment Treatment (NI) Order.