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| **Job Title:** | **Finance Manager** |
| **Salary Scale:** | **£38,000 Pro Rata - 21hrs per week** |
| **Reports to:** | **Co-operative Manager** |
| **Responsible for:** | **Finance Officer** |

**JOB SPECIFICATION:**

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| **Essential requirements**: | **Method of Assessment** |
| 1. Experience of preparation of accounts for audit up to final trial balance | Application form and interview |
| 2. Experience of staff induction, training and supervision within a small team | Application form and interview |
| 3. A recognised accounting qualification, or steps on the way to obtaining it | Application form and interview |
| 4. Experience of financial reporting to committees or boards and preparing and monitoring budgets | Application form and interview |
| 5. Understanding of rent, component and general accounting | Application form, interview & test |
| 6. Ability to problem solve, and to communicate clearly and effectively with tenant and committee members and financial and regulatory bodies | Application form and interview |
| 7. Expert at using QuickBooks or similar accounting software, a housing management database and MS Office | Application form, interview & test |
| 8. Self-motivated and proactive. Able to work under pressure and prioritise own workload | Application form and interview |
| 9. Three years’ experience (or equivalent part-time) of working with accounts for a small organisation. | Application form and interview |
| 10. An awareness of recent housing legislation and policy, and a knowledge of the role and duties of voluntary and statutory bodies | Application form and interview |
| 11. A commitment to and understanding of equality and diversity and how it relates to the role | Application form and interview |
| **Desirable requirements:** |  |
| 12. A commitment to and understanding of Co-operative housing values | Application form and interview |