

## **PERSON SPECIFICATION**

**JOB TITLE:** Finance & Administration Manager  
**GRADE:** 8  
**DIRECTORATE:** Families & Wellbeing  
**SERVICE:** Youth Justice Services

### **CRITERIA:**

#### **Experience**

- Experience in using financial management information systems (SAP, Oracle, Agresso or equivalent) (E) A, I
- Experience in using Microsoft Office systems such as Outlook, Excel, Word, Publisher etc (E) A, I
- Experience of effectively managing/developing a team of administration/ support staff (E) A, I
- Experience in working effectively in an environment with high levels of work related pressure with deadlines, interruptions, and work demands using own initiatives to prioritise workloads (E) A, I
- Experience in data analysis, interpretation and information handling (E) A, I
- Experience in financial management performance and monitoring (E) A, I
- Experience of inter-agency partnership work (E) A, I
- Experience of developing policy and practice (D) A, I
- Knowledge or experience of working in a local authority (D) A, I
- Experience of delivering training to groups of people (D) A, I

#### **Skills and Abilities**

- Excellent high level ICT skills (E) A, I, E
- Ability to interpret and analyse financial data and produce financial management performance reports (E) A, I, E
- Ability to communicate effectively, both verbally and in writing (E) A, I
- Ability to work positively in a change environment (E) A, I

- Demonstrate capacity to work under pressure and meet deadlines and objectives (E) A, I
- Able to organise oneself and act on own initiative and respond independently and make decisions with minimal supervision (E) A, I
- Ability to plan, organise and prioritise workloads (E) A, I
- Ability to supervise, develop, motivate and support staff to achieve high levels of performance (E) A, I
- Ability to address issues of poor performance in line with the relevant local authority policies and procedures (E) A, I
- Ability to monitor performance and outcomes and appraise staff (E) A, I
- Ability to establish and review targets and standards to ensure objectives are achieved (E) A, I
- Demonstrate high levels of motivation and enthusiasm in developing innovative ideas and solutions which respond to and meet the needs of the service (E) A, I
- Ability to work in partnership with a range of voluntary and statutory organisations and agencies (E) A, I

### **Education/Qualifications/Knowledge**

- Knowledge of IT and financial management systems and experience of using IT to collate, monitor and inform service provision (E) A, I
- Qualification (full / part) in accountancy (AAT, CIPFA) or equivalent or significant experience working in an accountancy environment (E) A, I, C
- Excellent command of the English language, including spelling and grammar (E) A, I
- Educated to A level standard or equivalent (E) A, C
- Examples of continuous professional training and development (E) A, I

### **Other Requirements**

- Willingness to work across all YJS locations throughout Cheshire (E) A, I
- Willingness to work in a flexible manner, including unsocial hours if required (E) A, I
- Willingness to undertake appropriate training relevant to the post (E) A, I
- Willingness to undertake a compulsory induction programme (E) A, I
- Full driving licence (E) A, I
- A satisfactory DBS disclosure will be required if successful (E)

### **Commitment to Equal Opportunities**

- Ability to understand and demonstrate commitment to equality and diversity (E) A, I

### **Commitment to Service Delivery/Customer Care**

- Demonstrate an effective approach to customer care and service delivery, including the various requirements of clients, service users, members of the public and partner organisations (E) A, I

### **NOTE TO APPLICANTS:**

**Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.**

### **Methods of Assessment key**

**A = Application form, C = Certificate, E = Exercise, I = Interview,  
P = Presentation, T= Test, AC = Assessment Centre**