



THE PERSON

Finance Process Manager

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Qualified or part qualified in one of the accountancy associations (qualified by experience maybe considered)	E	Interview
Level 3 standard of education (e.g. A-level) or equivalent experience.	E	
Knowledge & Experience		
Experience of all aspects of financial accounting including knowledge of VAT legislation and treasury management.	E	Interview
Experience & knowledge of purchase and sales ledger management, including resolving day to day issues that may arise.	E	Interview
Experience of processing payments and investments through web-based banking systems.	E	Interview
Extensive experience of managing a finance processing environment.	E	Interview
Experience managing a month end process, including prepayments and accruals.	E	Interview
Experience of year-end accounts process including preparation and review of audit lead schedules and deliverables.	E	Interview
Experience of dealing with internal and external auditors and implementing recommended improvements in procedures and controls.	D	
Experience of supporting new finance system implementation and process improvements	D	
Experience working with invoice capture/OCR solutions and with Unit 4 ERP financial system.	E	

Person Specification

An understanding of the social, economic and political environment of the Fire and Rescue Service and working with Trade Unions or Staff Groups.	E	
Experience of dealing with financial accountability and procurement systems within a public sector environment.	D	
Skills & Abilities		
The ability to rapidly absorb new information and apply it effectively.	E	Interview
Able to monitor and evaluate procedures/processes to recommend improvements and implement them where necessary.	E	
Able to manage direct responsibility for the finances of a business accounting for large sums of money.	E	
Demonstrates attention to detail and works methodically, responding to changes to meet deadlines.	E	Interview
Excellent verbal, written and presentation skills, including the ability to explain complex ideas and engage people.	E	
Excellent level of interpersonal and negotiation skills, able to communicate professionally and tactfully to build constructive relationships.	E	
Can effectively balance own work, priorities and deadlines against managing team(s).	E	
Able to identify the need to change and successfully lead teams through periods of change.	E	
Able to analyse and interpret data and information to support decision making.	E	
Able to use professional judgement and diplomacy to make decisions.	E	
Able to work autonomously and to meet work deadlines.	E	Interview
Other		
Willing to travel around the county if required.	E	Application Form

Person Specification

Able to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form
A satisfactory Standard DBS assessment	E	Part of on boarding process