

PERSON SPECIFICATION

JOB TITLE: Head of Finance
DATE: July 2023
RESPONSIBLE TO: Chief Executive Officer

	Essential	Desirable
Qualifications	Strong academic track record to degree level Qualified Accountant ACA / CIMA / ACCA or equivalent	Experience of working for a charity
Experience	5 years PQE Experience of a SME / similar sized organisation to BeyondAutism Detailed knowledge of SORP requirements and Charity Commission / Company governance and compliance Leadership experience including setting up accounting policies and systems	Experience of working in an educational setting

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Registered Office: Ashurst LLP, London Fruit & Wool Exchange, 1 Duval Square, London, E1 6PW

	Essential	Desirable
	Track record of leading change / improving business performance in a changing environment	
Skills	<p>Strong IT skills (particularly Excel). Ability to learn new accounting packages / systems</p> <p>Exceptional communication skills at all levels particularly the ability to communicate financial complexity to non-accountants</p> <p>Strong administrative, time management and organisation skills</p> <p>Able to quickly develop excellent working relationships with a range of people</p> <p>Commercially astute, articulate, technically strong, dynamic and insightful</p> <p>An influential leader with the ability to operate both strategically and operationally</p>	<p>Advanced Excel skills</p> <p>Working Knowledge of Xero</p> <p>Experience of working with a trustee board</p>
Essential personal qualities	<p>Ability to act on own initiative, make informed decisions and be accountable for those decisions</p> <p>High level of integrity and openness combined with commitment to good governance.</p>	

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	Essential	Desirable
	<p>Resilience to deal with pressurised situations</p> <p>Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success</p> <p>Commitment to safeguarding and promoting the welfare of children and young people.</p> <p>Enhanced DBS disclosure is required</p>	

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