

Finance and Business Support Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE
VALUES	<ul style="list-style-type: none"> • Commitment to student led work • Supportive and helpful to all • Commitment to environmentally sustainable working • Champion of inclusivity and diversity 	
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> • Must hold a professional accountancy qualification • Educated to degree level or equivalent work experience 	
EXPERIENCE	<ul style="list-style-type: none"> • Integrated financial accounting system (knowledge of XERO) • Point of Sale/Electronic Payment Systems (SQUARE) • Managing staff • Commercial delivery 	<ul style="list-style-type: none"> • HR experience • Experience in managing a diverse group of specialisms • Working with students and young people • Leading and managing staff effectively
SKILLS, KNOWLEDGE & APTITUDE	<ul style="list-style-type: none"> • Knowledge of current Accounting standards and Charity SORP • IT skills, including Microsoft Office suite • Data management systems • GDPR legislation and procedures • Ability to produce Board or University Court level papers and briefings • Ability to interpret complex financial information in order to inform decision making 	<ul style="list-style-type: none"> • Knowledge of SAGE payroll system • Understanding of the HE sector • Understanding of Student Union Sector • Understanding of Aberdeen University
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Excellent communication skills (oral and written) at all levels, both internally and externally • Quick to build good working relations • Ability to prioritise and process workload in a timely manor • Proactive problem solver • Ability to maintain confidentiality always 	



PERSON SPECIFICATION

OTHER FACTORS

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