



The United Reformed Church
National Synod of Wales

Yr Eglwys Ddiwygiedig Unedig
Synod Cenedlaethol Cymru

Chief Finance Officer
Person Specification

Requirements	Essential	Desirable	Evaluation <i>Application Form /Interview or practical test</i>
Education and Qualifications	<ul style="list-style-type: none">GCSE, A Level or equivalent in Mathematics.A professional qualification awarded by the Association of Account Technicians (AAT), Institute of Certified Bookkeeping (ICB) or International Association of Bookkeepers (IAB).Willingness to engage in role specific training.		Application form and certificates
Experience	<ul style="list-style-type: none">Experience of a financial role for a minimum of 3 years.	<ul style="list-style-type: none">Recent or ongoing experience in a financial or administrative role	Application form & Interview
Knowledge	<ul style="list-style-type: none">An understanding of the principles and importance of information sharing and confidentiality including data protection requirementsDemonstrable knowledge of financial and bookkeeping procedures.	<ul style="list-style-type: none">An understanding of the United Reformed Church	Application form & Interview

Skills, Abilities and Attitude	<ul style="list-style-type: none"> Strong IT skills, including use of Office and especially Excel. Experience of using QuickBooks or other financial software. Ability to communicate and relate well with a wide variety of people, in person, on the telephone and in writing. Ability to maintain confidentiality when appropriate. Ability to prioritise time and manage a varied workload with competing deadlines Ability to work as part of a team and on own initiative 	<ul style="list-style-type: none"> Fluent in Welsh (spoken and written) 	Application form, Interview, References
Other	<ul style="list-style-type: none"> A willingness to work within the Christian ethos of the United Reformed Church A willingness to attend ongoing training Willingness to work flexibly, including evenings and weekends 		Interview
	<ul style="list-style-type: none"> Willingness and ability to travel to relevant meetings at locations across the Synod 		