



**The United Reformed Church**  
**National Synod of Wales**

**Yr Eglwys Ddiwygiedig Unedig**  
**Synod Cenedlaethol Cymru**

**Chief Finance Officer**  
**Person Specification**

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

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