

UNIVERSITY OF BRIGHTON STUDENTS' UNION

PERSON SPECIFICATION

JOB TITLE: FINANCE AND COMMERCIAL SERVICES MANAGER

The following requirements will help you assess your suitability for the above-mentioned post. Those marked "S" will help the Selection Panel to decide whether to shortlist you for interview. Those marked "I" will be assessed at interview.

E/D	EXPERIENCE	S/I	Criteria code (Panel use)
E	Qualified accountant	S	PSE1
E	Staff management and casual staff supervision	S & I	PSE2
E	Co-ordination of office procedure and practice	S	PSE3
E	Working in a financial environment on management accounts for a minimum of five years	S & I	PSE4
E	Production of statutory accounts	S & I	PSE5
E	Knowledge of budgetary control within the public sector	S & I	PSE6
E	Extensive knowledge of computerised financial systems and spreadsheets	S & I	PSE7
E	Production of VAT returns and payroll related data to HMRC	S & I	PSE8
E	Budget planning, management and monitoring	S & I	PSE9
E	Working with computerised financial systems and spreadsheets	S & I	PSE10
E	Understanding the information needs of others	S & I	PSE11
E	Customer care in service delivery to include equal opportunities awareness	S & I	PSE12
E	Health & Safety procedures	S & I	PSE13
D	Familiarity with Sage Line 100	S & I	PSE14
D	Management of a networked EPOS system	S & I	PSE15
D	Working within democratic decision making processes	S	PSE16
D	Understanding of committee structures and policy making	S	PSE17
D	Premises management	S	PSE18
D	Preparing and delivering finance based training courses	S & I	PSE19
D	Cash handling, stock control and monitoring	S & I	PSE20
	ABILITY		
E	Commitment to the continuing professional development of others	S & I	PSA1
E	Information co-ordination and maintenance of records	S & I	PSA2
E	Verbal and written communication with individuals and organisations	S & I	PSA3
E	Concentration on a variety of tasks within a busy and often distracting environment	S & I	PSA4
E	Working systematically, meeting priorities and deadlines with minimum supervision	S & I	PSA5

E = Essential
D = Desirable

S = Shortlist
I = Interviews