

Midlands Air Ambulance Charity Person Specification

Job Title:	Finance Director
Reporting to:	Chief Executive

	ESSENTIAL	EVIDENCE
EDUCATION, QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> Fully qualified accountant (ACCA, ACA or equivalent). Evidence of continuous professional development (CPD). Professional membership maintained in line with regulatory expectations. 	<p>Application Form/ CV; Interview; Certificates; Registration.</p> <p>CPD Portfolio/ Documents.</p> <p>Proof of membership</p>
EXPERIENCE	<ul style="list-style-type: none"> **Proven experience in a senior financial leadership position within the charity sector**. Proven experience of leading finance teams strategically and operationally. Proven and effective line management experience, including direct responsibility for managing and developing Finance Teams, setting clear objectives and KPIs, conducting appraisals, and addressing performance and development needs. Extensive senior financial management experience, including management accounts, budgeting and statutory reporting. Experience of leading year-end audits and producing financial statements compliant with FRS102/ Charities SORP (Statement of Recommended Practice). Experience of preparing/ overseeing payroll, pensions, benefits reporting and reconciliations. Experience of managing tax, VAT, Gift Aid and investment portfolios Experience of preparing and presenting reports at Board level. 	<p>Application Form/ CV; Interview</p>

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	ESSENTIAL	EVIDENCE
	<ul style="list-style-type: none"> Proven experience of successful profit improvement initiatives (both revenue enhancement and cost reduction). Demonstrable experience of developing successful and sustainable strategies for business growth and development. 	
SKILLS, KNOWLEDGE, ABILITIES	<ul style="list-style-type: none"> Strong understanding of charity finance regulations including FRS102/ Charities SORP (Statement of Recommended Practice). Advanced analytical, financial modelling and forecasting skills. Strong knowledge of financial controls, governance and risk management. Advanced Excel and finance system capability. Strong communication skills, and able to present complex financial information clearly. 	Application Form/ CV; Interview; References; CPD
APTITUDES AND ATTRIBUTES	<ul style="list-style-type: none"> Strong organisational skills and ability to meet strict deadlines. Ability to work independently and follow structured processes. Strong interpersonal and communication skills. Collaborative working style, supporting cross-departmental relationships. 	Application form/ CV; Interview; References
OTHER JOB REQUIREMENTS	<ul style="list-style-type: none"> Ability to work additional hours as required to meet the demands of the role. Ability to travel when required. Commitment to statutory and mandatory training. Relevant checks (including DBS) and compliance with relevant regulatory requirements. 	Application form/ CV; Interview; References
PERSONAL QUALITIES AND VALUES	<ul style="list-style-type: none"> RECEPTIVE - we are open to new ideas and ways of working across our clinical and charity operations, providing total transparency to all stakeholders. RESPECTFUL - we are a community-based organisation with a 'one team' culture that embraces and encourages honesty. 	Application form/ CV; Interview; References

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	ESSENTIAL	EVIDENCE
	<ul style="list-style-type: none"> • RESPONSIBLE - we aim to create the best possible future for everyone and thrive to place sustainability at the heart of everything we do. • RELEVANT - we define success as continuous improvement and aim for excellence in our live-saving services and community projects. • RECOGNITION - we value our relationships - with staff, supporters and the wider communities we serve - working together to achieve the best possible patient outcome. 	