

## **Parish of Hazlemere Person Specification: Temporary Finance & Admin Manager (Maternity Leave Cover)**

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### **Qualifications**

- Maths GCSE (or equivalent) - essential
- English GCSE (or equivalent) - essential
- CIMA or equivalent Accounting qualification is desirable.

### **Knowledge, experience & skills**

- Significant operational finance experience
- Passionately committed to the achievement of the Church's mission
- Experienced using electronic accounting systems
- Highly effective communicator, able to convey complicated/detailed accounting & management information in a way that is appropriate for the audience
- Able to manage highly confidential information and data with integrity and maintain high levels of confidentiality and discretion
- Highly developed analytical skills and uses data to inform discussions
- Able to think strategically and translate strategic thinking and organisational plans into deliverable objectives & activities
- Significant and demonstrable experience of operational delivery and ongoing high levels of performance
- Highly computer literate and keen to learn new software skills
- High level of attention to detail & meticulous record keeping and maintains this focus under pressure
- Able to balance conflicting priorities and work under pressure
- Passion for learning & developing new skills and applying them for the benefit of the wider organisation
- Able to work as part of a wider team but also thrives working on his/her own
- Experience of dealing with vulnerable people

### **Job Challenges**

This is a complex and highly significant operational role within Hazlemere Church. The role holder needs to be able to:

- Handle both a high volume work load and balance seemingly contradictory pressures & priorities, whilst upholding the values of Hazlemere Church.
- Brief and advise the Incumbent & PCC, where appropriate on finance matters whilst also working with a high degree of autonomy.
- Hold the financial needs of the church in balance with the achievement of its mission.
- Apply fairly the church's values and rules when handling the financial demands of staff and other