

MINES ADVISORY GROUP
Person Specification

UK Finance Manager

Criteria	Necessary requirements – skills, knowledge & experience	Measured by
Essential Experience	<p>A strong background in financial process and internal control</p> <p>Hands-on experience in the major functions of an accounts department</p> <p>Preparation of management accounts and development of key performance indicators</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
Qualifications	Suitably qualified accountant	Application/Certificate
Skills and Knowledge	<p>Strong organisation, co-ordination and planning skills</p> <p>Adept at identifying problems and devising solutions</p> <p>Excellent interpersonal skills</p> <p>Excellent verbal & written</p> <p>Management & motivation of staff</p> <p>Advanced use of Microsoft Excel</p> <p>A sound understanding of UK VAT legislation</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
Aptitude	<p>Ability to produce work of a consistently high standard</p> <p>Adept at working calmly under pressure to meet deadlines</p> <p>Self motivated, flexible and enthusiastic approach to work</p> <p>A genuine interest in, and commitment to, MAG's humanitarian mandate</p>	<p>Application/Interview</p> <p>Interview</p> <p>Interview</p> <p>Application/Interview</p>
Desirable	<p>Knowledge of charity accounting principles</p> <p>Hands-on experience of the statutory audit process</p> <p>Knowledge of PSF accounting system</p> <p>Ability to write Crystal Reports</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>