**Finance Controller: Person Spec**

**Essential**

* Qualified accountant (ACA or ACCA or CIMA)
* Experience of producing statutory and management accounts
* Extensive experience of SAGE
* At least three years experience of managing organisational and project budgets and cash-flows
* Excellent communication skills
* Operates well under pressure
* Methodical, organised and with a good eye for detail
* Work unsociable hours at times
* IT skills, including knowledge of cross-platform and cloud-based working
* Ability to work independently and as part of a team

**Desirable**

* Experience of working with charities
* Knowledge of Leeds
* Knowledge of Arts Sector
* Understanding of planning and time management processes
* Flexible and adaptable