

# PERSON SPECIFICATION

# Finance and Operations Manager - New Phytologist Foundation (maternity leave cover)

# Lancaster Environment Centre

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview \*** |
| A professional accounting/finance qualification with appropriate relevant experience | Essential | Application Form/Interview |
| Previous experience of managing and developing office / facilities budgets, preparing forecasts | Essential | Application form |
| Previous experience of office management including administration, facilities management, IT & finance elements | Essential | Application Form |
| Knowledge of finance transaction processing (accounts payable / receivables) | Essential | Interview |
| Previous experience of management of service contracts and liaison with external suppliers/contractors | Essential | Application form |
| Excellent IT competency across a range of applications, including: file management, use of internet, email, etc. and use of computer programs (e.g. Microsoft Word, Excel, PowerPoint) and databases. | Essential | Supporting Statements/Interview |
| The ability to work with a high level of accuracy and attention to detail also demonstrating excellent written English. | Essential | Application Form/Interview |
| Excellent organisation and time management, including ability to prioritise workload to meet competing deadlines. | Essential | Supporting Statements/ Interview |
| Ability to deal with queries/concerns in a professional manner, in person, by email and over the telephone. | Essential | Supporting statements/Interview |
| To convey an appropriate rationale and interest in applying for this particular post. | Essential | Application form |
| Ability to work in a team and have a flexible approach to work | Essential | Interview |
| Project management experience | Desirable | Interview |
| An understanding of issues affecting scientific publishing | Desirable | Interview |

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* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.