# Person Specification: Finance and IT Manager

## Essential Criteria

### Qualifications and Experience

* Professional accounting qualification (e.g., ACCA, CIMA, ACA) or equivalent experience.
* Proven experience in financial management, including budgeting, forecasting, and reporting.
* Experience of managing audits and preparing statutory accounts.
* Demonstrated experience in IT systems management and digital transformation.
* Experience of working in a senior administrative or operational role.
* Experience of managing or supervising staff and/or contractors.

### Knowledge and Skills

* Strong understanding of financial regulations, compliance, and internal controls.
* Proficiency in accounting software and Microsoft Office Suite.
* Knowledge of IT infrastructure, cybersecurity, and data protection best practices.
* Ability to interpret financial data and provide strategic insights.
* Excellent organisational and time management skills.
* Strong analytical and problem-solving abilities.
* Excellent written and verbal communication skills.

### Personal Attributes

* Strategic thinker with a hands-on approach.
* High level of integrity and accountability.
* Ability to work independently and collaboratively.
* Commitment to Canopy’s values and mission.
* Flexible and adaptable to changing priorities.

## Desirable Criteria

* Experience working in the charity, housing, or social enterprise sector.
* Familiarity with the Regulator of Social Housing’s Economic Standards.
* Experience with housing management systems.
* Knowledge of property transactions and liaising with banks and conveyancers.
* Understanding of risk management frameworks and insurance policies.