

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.