

Personal Specification – Operations & Finance Manager

Attributes	Essential	Preferred
Qualifications & Training	Evidence of continued professional development.	Educated to degree or equivalent level in an appropriate subject.
Skills / Experience	<p>Minimum of 3 years in a Senior Supervisory role / Team Manager Role with Human Resource responsibilities.</p> <p>Excellent practical IT skills including use of Microsoft Office software and a wide range of applications.</p> <p>Self-motivated with ability to motivate and inspire others.</p> <p>Strategic and operational experience</p> <p>Numerate – ability to manage budgets and accounts.</p> <p>Good interpersonal and communication skills at all levels.</p> <p>Proven ability to meet tight deadlines.</p> <p>Proven ability to delegate- upwards and downwards.</p> <p>Proven ability to manage and develop others.</p> <p>Proven ability to multi task.</p> <p>Proven experience in project management and delivery.</p> <p>Critical thinking and problem solving skills.</p> <p>Ability to make decisions.</p>	<p>Knowledge of the Quality and Outcomes Framework and Primary Care financing.</p> <p>Experience of working in primary care</p> <p>Experience of Medical IT SystemOne</p> <p>Previous accountancy or finance experience.</p> <p>Knowledge of CQC.</p> <p>Payroll experience</p> <p>Accounts experience</p> <p>SAGE accounts experience</p> <p>Facilities management experience</p>
Disposition	<p>Calm</p> <p>Confident</p> <p>Happy to communicate at all levels.</p> <p>Shows commitment</p>	
Work Attitudes	<p>Flexible approach to work – content /hours.</p> <p>Discreet and diplomatic.</p> <p>Works well under pressure.</p>	

	Energetic with drive and enthusiasm. Willing to work flexible hours when required. Ability to listen and empathise. Happy to work on own.	
Practical	Current Driving Licence Car owner	