



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: IGC Finance Manager

Department/Division: International Growth Centre
Accountable to: IGC Head of Finance and Operations

Criteria	Evidence	E/D
Knowledge and experience	Advanced Microsoft Excel skills	E
	Ability to interrogate and manipulate data	E
	Ability to analyse data and results to identify trends, anomalies and investigate the drivers of key metrics	E
	Highly IT literate especially in Microsoft systems and adaptive to new systems	E
	Experience in data quality checking, data cleaning and collating	E
	Experience in creating and resolving reconciliations and creating journals	E
	Ability to understand policies and rules and to adapt behaviour when dealing with colleagues and claimants	E
	Ability to take proactive and innovative action when identifying variances in forecasts and trends	E
	A good general standard of education, preferably to degree level (or equivalent) with accounting	D
Communication	Evidence of excellent written and oral communication skills and ability to communicate effectively and confidently at all levels	E
	Ability to understand and convey procedural/ financial information in a clear and accurate manner in person, by telephone, email and in-person	E
	Confidence in dealing with diverse stakeholders in a complex and multi-national environment	D



Teamwork and motivation	Demonstrated ability to work as part of a team	E
	Ability to work independently with limited supervision and to use own initiative	E
	Ability to work with a range of teams across a large and complex organisation	E
	Evidence of flexibility and willingness to be involved in a variety of ad-hoc projects as required	D
	Experience in managing or mentoring junior colleagues in areas of finance and/ or operations	D
Liaison and Networking	Ability to participate in and make effective use of networks within the workplace and externally	D
	Ability to build effective working relationships with diverse stakeholders across a wide range of countries, cultures and time zones	D
Planning and organisation	Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure	E
	Evidence of the ability to work independently and with minimum supervision in challenging environments	E
	Evidence of attending to detail while producing timely work within deadlines	E
	Demonstrated ability to prioritise work given by a number of colleagues	D
	Experience of implementing and monitoring processes	D
Initiative and Problem Solving	Demonstrated ability to show initiative in responding to requests by providing information without supervision in a prompt and efficient manner	E
	Evidence of anticipating problems that may arise and showing initiative and creativity in solving them	D

E – Essential: Requirements without which the job could not be done

D – Desirable: Requirements that would enable the candidate to perform the job well