



PERSON SPECIFICATION

Job Title: Advisory Projects Manager

Requirements	Detail	Essential /Desirable
Qualifications	Minimum of GCSE in English and Maths at grade C or equivalent	E
	Minimum of 3 A Levels at grade C or equivalent	E
	Qualified accountant (ACCA or ICAEW)	E
Experience	A minimum of five years' experience in a client focused role	E
	A minimum of three years' experience in a role managing people	E
Skills and Attributes	Excellent communication skills: Able to listen attentively and respond clearly showing empathy and understanding in dealing with others, both in face to face conversations and on the telephone.	E
	Proven advisory skills: Provide evidence of advisory skills and approach taken in a number of situations.	E
	Proven project management skills: Provide evidence (oral / written) of skills. Be able to discuss a wide range of projects that candidate has been involved in and their role. Able to analyse data from a variety of sources and determine the optimal approach. Able to demonstrate solid accounting skills.	E
	Excellent written skills: Provide evidence of the ability to communicate in written reports and via email with accurate spelling and grammatically correct English.	E
	Proficient IT skills: Ability to use Microsoft Office. Advanced level of knowledge of excel (desirable).	E
	Desire to achieve results: Ability to calculate details accurately and swiftly, write emails and reports to a high standard with minimal mistakes whilst working to deadlines	E
	Passionate about providing excellent client service: Understanding that the client/customer comes first and that this is fundamental to the success of a client service organisation. Support clients in their needs thus contributing to their success.	E
	Team orientated: At all times remain supportive to the whole team and display a positive outlook.	E
	Honest and trustworthy: Strong sense of ethical and professional behaviour ensuring that confidentiality and ethical standards	E
	Relationships: Display a confident manner when dealing with clients and professional network which will allow you to build strong relationships, as this is fundamental to the service Inspire provides.	E
	Excellent time management and organisational skills: Able to work to deadlines, keep others informed of progress.	E
	Self-Motivated: Able to work alone and self-start to ensure that set targets are achieved and completing tasks to time scales set.	E
	Full driving licence with own transport	E