



PERSON SPECIFICATION

Job Title: Corporate Finance Adviser

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 one to two years' experience (post qualification), ideally in a Corporate Finance role	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. 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
	Proven corporate finance skills: Able to discuss projects delivered and impact on clients.	D
	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:	E

	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.	
	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