



What is important to me

- Producing accurate monthly management accounts, to aid informed decision making in the day to day running of Daybreak.
- Support those around me in the overall management of Daybreak.
- Non-financial staff understand the financial data/reports that they need, to enable them to fulfil their roles.
- Service users enjoy and benefit from their time spent at Daybreak.
- To spend quality time at work, that I enjoy, but also balance this with quality time outside of work – good work life balance.
- I integrate with all staff at Daybreak & have good working relationships.

What people like and admire about me

- Encourage staff to believe in themselves and gain self-confidence to develop their skills & knowledge.
- Well organised, driven, leader who gets things done.
- Once committed to something, doesn't give up, both at work & personally.
- Good sense of humour.
- Professional.

How best to support me

- Ensure that all financial data passed to finance is accurate & submitted on time.
- Don't be afraid to ask for help/assistance in understanding financial data – no question is silly.
- Value my skills, accounting knowledge and experience & draw on it as necessary.
- Highlight any financial issues you become aware of ASAP – they won't go away even if ignored and may only get worse.
- Communicate effectively.
- Value my time and use it wisely, to enable me to fulfil work that has been planned for.
- Don't let working outside of work hours become the 'norm' or routine – I have a home to go to!
- I can get so involved and wrapped up in my work that I can get isolated. Don't let this happen.