

“The needs of our patients will drive everything we do”

PERSON SPECIFICATION		
Requirements	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> AAT member or equivalent level / experience. 	<ul style="list-style-type: none"> Actively studying towards CCAB qualification. ECDL or equivalent qualification
Experience	<ul style="list-style-type: none"> General accounting experience and adherence to deadlines. Experience of the financial management process. Experience of the Trust's General Ledger Financial system 	<ul style="list-style-type: none"> Management Accounts experience within the NHS
Skills, ability and knowledge	<ul style="list-style-type: none"> Detailed knowledge of the functions and operation of accounting ledgers. Strong computer literacy. The interpersonal skills to deal with managers and other members of the finance team Sound written and verbal communication skills. Extensive ability for numeric interpretation and manipulation of data. Effective time management skills. Ability to maintain accuracy and attention to detail, whilst working under pressure. Ability to balance conflicting priorities, seeking advice where appropriate, and work methodically to meet deadlines. 	<ul style="list-style-type: none"> Knowledge of all basic functions of the Financial Management Division. Advanced knowledge of the use of Microsoft Excel An appreciation of the overall working of the Finance Department. Ability to design and delivery training package. Car driver.

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	<ul style="list-style-type: none">• Ability to develop good working relationships with budget holders	
Personal Qualities	<ul style="list-style-type: none">• Enthusiastic and self-motivated• Ability to use own initiative and work well within a team• Ability to plan own time and task management and prioritisation in order to meet agreed deadlines.• High levels of concentration needed to achieve required level of accuracy.• Understand and accept the need to maintain confidentiality• Confident and conscientious.• Flexible and adaptable within the working environment.• Positive approach to change and the ability to be proactive in finding improved ways of working.	<ul style="list-style-type: none">• Committed to personal development