

## PERSON SPECIFICATION

**Job Title:** Financial Management Trainee – Corporate

ATTRIBUTES	ESSENTIAL	METHOD OF ASSESSMENT
<b>EDUCATION/QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Actively progressing towards a CCAB qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Experience of NHS or Healthcare financial management.</li> <li>Knowledge of financial management and budgetary management is essential.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Management accounts</li> <li>Supporting the monthly production of income and expenditure budget statements.</li> <li>Sound understanding of software packages including Microsoft Office.</li> <li>Experience of working within a team.</li> <li><i>A knowledge of Integra financial systems is preferable.</i></li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>Interview</li> <li>Interview</li> <li>Interview</li> <li>Interview</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Effective communication both written and verbal.</li> <li>Excellent Excel skills.</li> <li>Analyse information and problem solving.</li> <li>Ability to make decisions within own area and within wider boundaries.</li> <li>Ability to work on own and within a team to tight deadlines.</li> <li>Effective work on ad-hoc projects to enhance working practices</li> </ul>	<ul style="list-style-type: none"> <li>Application Form and Interview</li> <li>Interview</li> <li>Interview</li> <li>Interview</li> <li>Interview</li> <li>Present example at interview</li> </ul>



**Manchester University**

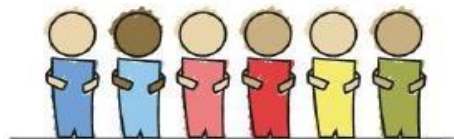
NHS Foundation Trust

<b>WORK RELATED CIRCUMSTANCES</b>	<ul style="list-style-type: none"><li>• Understands own responsibilities to safety at work</li><li>• Must be willing to work flexibly according to the</li></ul>	<ul style="list-style-type: none"><li>• Interview</li></ul> Occupational Health Clearance
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>METHOD OF ASSESSMENT</b>
	monthly timetable.	
<b>OTHERS</b>	<ul style="list-style-type: none"><li>• Able to work at different locations as required</li></ul>	<ul style="list-style-type: none"><li>• Interview</li></ul>

**MFT Values and Behaviours Framework 'Together Care Matters'**

The table below outlines the types of behaviours you'd be expected to exhibit if you were living our Values and Behaviours effectively within your role.

Value	Behaviours we want - Examples of this Value in practice
<b>Working Together</b>	<ul style="list-style-type: none"> <li>• I listen and value others views and opinions</li> <li>• We work together to overcome difficulties</li> <li>• I effectively communicate and share information with the team</li> <li>• I do everything I can to offer my colleagues the support they need</li> </ul>
<b>Dignity and Care</b>	<ul style="list-style-type: none"> <li>• I treat others the way they would like to be treated – putting myself in their shoes</li> <li>• I show empathy by understanding the emotions, feeling and views of others</li> <li>• I demonstrate a genuine interest in my patients and the care they receive</li> <li>• I am polite, helpful, caring and kind</li> </ul>
<b>Everyone Matters</b>	<ul style="list-style-type: none"> <li>• I listen and respect the views and opinions of others</li> <li>• I recognise that different people need different support and I accommodate their needs</li> <li>• I treat everyone fairly</li> <li>• I encourage everyone to share ideas and suggestions for improvements</li> </ul>
<b>Open and Honest</b>	<ul style="list-style-type: none"> <li>• I admit when I have made a mistake, and learn from these</li> <li>• I feel I can speak out if standards are not being maintained or patient safety is compromised</li> <li>• I deal with people in a professional and honest manner</li> <li>• I share with colleagues and patients how decisions were made.</li> </ul>



### DEVELOPING THE 'FOUR STRENGTHS' OF NHS FINANCE PROFESSIONALS

At Manchester University NHS Foundation Trust, the finance team are committed to embedding the Four Strengths Framework. This covers the four key attributes the NHS Finance Leadership Council have created to ensure NHS finance departments can play their part in a modern, patient-centred NHS. All applicants for MFT finance roles will be assessed against the four strengths as part of the interview and assessment process.



- I have the knowledge and skills I need to do my job and to support you in doing yours
- I keep those skills up to date with the latest thinking in Finance and focus on the challenges facing the NHS

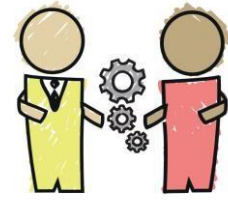


- I engage fully with my team and contribute beyond my personal job description
- I build constructive relationships with clinical colleagues and decision makers beyond my team, department and organisation
- I remain positive in the face of difficulties and seek to overcome challenges



“ I DRIVE  
VALUE FOR PATIENTS  
AND TAXPAYERS ”

- I “think like a patient and act like a taxpayer” when at work
- I strive to increase value in every piece of work I undertake



“ I MAKE  
CHANGE  
HAPPEN ”

- I understand that embracing and enabling change is part of my daily job
- I develop and implement new ways of doing things to improve the service I give
- I encourage and help others to change