

*The* ROYAL MARSDEN  
NHS Foundation Trust



**NHS**

**DEPARTMENT:** Finance  
**BAND:** Band 6 / 7

Education/Qualifications	How measured ( <i>application form, interview, test, presentation, references, occupational health</i> )
<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>Degree level or equivalent</li> <li>Significant progress towards the completion of a CCAB recognised accountancy qualification or in exceptional circumstances, to have gained experience with is considered equivalent to significant progress towards completion of such qualifications</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>Have completed a CCAB recognised accountancy qualification</li> </ul>	Application form
Experience	
<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>Significant experience in a Financial Management role and some costing experience.</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>Costing experience within an acute hospital setting</li> </ul>	Application form / Interview
Skills/Abilities/Knowledge	
<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>Able to understand and apply the concepts and techniques for budgeting, financial planning, costing, pricing, variance analysis and reporting</li> <li>Good, well presented written communication skills</li> <li>Good verbal communication skills</li> <li>Advanced excel skills</li> <li>Able to demonstrate competence in word processing</li> <li>Able to demonstrate competence in the use of the General Ledger and other financial systems within the department.</li> <li>Able to demonstrate an ability to analyse and interpret financial data</li> </ul>	Application form / Interview / Test

<ul style="list-style-type: none"> <li>• Able to work effectively to tight deadlines, often involving the management and prioritization of multiple tasks with conflicting priorities.</li> <li>• Able to demonstrate an understanding of the link between financial data and influencing factors</li> <li>• Able to demonstrate an understanding of the rationale for budgetary control, Standing Financial Instructions/Standing Orders and the means for ensuring that they are adhered to</li> <li>• Able to deal quickly with questions and information requests and to respond in a way in which non-finance staff will understand and can make use of.</li> <li>• Able to demonstrate an active interest in the development of skills, experience and career.</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Advanced ECDL qualification</li> <li>• Able to demonstrate competence in the use of other software packages eg Access and powerpoint</li> </ul>	
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Other Requirements	
<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrates a flexible and adaptable approach to work</li> <li>• Team player</li> <li>• Able and willing to work flexible and additional hours as required</li> <li>• Self-motivated and able to show initiative</li> <li>• Able to operate effectively with minimal support</li> <li>• Able to develop good working relationships with budget holders and managers of all levels</li> </ul>	Interview
<b><u>Physical</u></b>	
<p><b><u>Circumstances</u></b></p> <ul style="list-style-type: none"> <li>• Able to work on both sites and to be flexible to meet the needs of the role</li> </ul>	Interview

The above attributes have been identified by management to be necessary for this post, and will be used when short listing applicants for interview.