

Person Specification

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|------------------|--------------------------|-----------------|--------------|
| Job Title | Finance Business Partner | | |
| AfC Band | 8B | Job Code | 409-S6188213 |

Method of Assessment: 'A' Application Form 'C' Certificate 'I' Interview 'R' Reference 'T' Test/Presentation

| Person Specification | | Essential | Desirable | Assessment |
|----------------------------------|---|-----------|-----------|------------|
| Education/ Qualifications | | | | |
| 1 | Fully Qualified CCAB or CIMA Accountant | X | | A/C |
| 2 | Educated to degree level (or equivalent) in Accounting. | X | | A/C |
| 3 | Evidence of continuous professional development | X | | A/I |
| Skills & Abilities | | | | |
| 1 | Excellent communication skills both written and verbal and all levels. | X | | A/I/T |
| 2 | Financial Analysis and forecasting. | X | | A/I/T |
| 3 | Excel to advanced level. | X | | A/I/T |
| 4 | Good interpersonal skills | X | | I |
| 5 | Good understanding of accounting processes. | X | | A/I |
| 6 | Ability to provide detailed costings in relation to episodes of activity. | X | | A/I |
| 7 | Demonstrate an entrepreneurial and innovative approach to problem solving. | X | | A/I |
| 8 | Ability to work without supervision and own initiative. | X | | A/I |
| 9 | Ability to work under pressure and prioritise effectively. | X | | A/I |
| Experience | | | | |
| 1 | Post qualification experience in a senior financial management position. | X | | A/I |
| 2 | Experience of managing a team, to provide high quality and accurate financial support to the Support Services Care Group. | X | | A/I |
| 3 | Sufficient experience of business analysis to be able to demonstrate a thorough grasp of cost and income drivers to make the Care Group contribute to the success of the Trust. | X | | A/I |
| 4 | Management experience of a team which will include dealing with disciplinary and grievance issues, performance and sickness absence. | X | | A/I |
| 5 | Presentation of financial and non- financial information. | X | | A/I |
| 6 | Working with non-finance staff | X | | A/I |
| 7 | A sound understanding of NHS funding streams | X | | A/I |
| 8 | Experience of performing reconciliations and explaining to non-Finance colleagues. | X | | A/I |
| Knowledge | | | | |
| 1 | Knowledge of computerised financial systems. | X | | A/I |
| 2 | Knowledge of the NHS Trust financial regime. | | X | A/I |
| 3 | Good understanding of the strategic direction of the NHS Finance function. | | X | I |
| 4 | Awareness of current NHS policies and priorities | X | | I |

| Other | | | | |
|-------|--|---|--|---|
| 1 | <u>Accountability</u> – Takes responsibility for own actions and promotes good team working. | X | | I |
| 2 | <u>Openness</u> – Shares information and good practice appropriately. | X | | I |
| 3 | <u>Mutual respect</u> – Treats others with courtesy and respect at all times. | X | | I |