





PERSON SPECIFICATION
POST TITLE: Finance Manager

		Essential (E) Desirable (D)	Assessed through: App Form (A) Interview (I)
Royal Free World Class Values	<ul style="list-style-type: none"> Demonstrable ability to meet the Trust Values positively  welcoming actively  respectful clearly  communicating visibly  reassuring 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A / I
Education & professional Qualifications	<ul style="list-style-type: none"> Professional qualification (CCAB) in accountancy (CIMA, ACA, CIPFA, ACCA) Evidence of having kept technically up to date since qualification Degree First time passes in professional examinations Attendance at an Accounting for Foundation Trusts course 	<ul style="list-style-type: none"> E E D D D 	<ul style="list-style-type: none"> A / I A A A / I A
Experience	<ul style="list-style-type: none"> Relevant post qualification experience or significant management accounting or equivalent experience in a similar organisation. Experience of managing and developing staff. Knowledge and understanding of the NHS financial environment. 	<ul style="list-style-type: none"> E E D 	<ul style="list-style-type: none"> A / I I I
Skills and aptitudes	<ul style="list-style-type: none"> Analytical skills with the ability to communicate clearly the results of such analysis. Excellent communicator both verbally and in writing. Ability to present and explain financial information in a manner that can easily be 	<ul style="list-style-type: none"> E E E 	<ul style="list-style-type: none"> A / I A / I A / I A / I A / I

	<p>understood by non-finance managers.</p> <ul style="list-style-type: none"> • Ability to make use of systems (e.g. Excel, Access, Microsoft Word) to prepare and present accurate, clear information and to identify what can be produced from other financial systems. • Record of delivering to tight deadlines. • Record of improving processes and reporting in previous roles. • Record of influencing staff, colleagues and budget holders to achieve positive outcomes. • Record of analysing areas of work to identify and implement improvements. • Record of successfully training and coaching staff 	<ul style="list-style-type: none"> • E • E • E • E • E • E 	
Personal Qualities & attributes	<ul style="list-style-type: none"> • Team player who complies with policies set by senior management. • Flexible and resilient. 	<ul style="list-style-type: none"> • E • E 	<ul style="list-style-type: none"> • •