

EMPLOYMENT CRITERIA/PERSON SPECIFICATION

The purpose of this specification is to identify the attributes required by applicants to perform the duties described in the job description. These are identified as either essential, ie those without which the job could not be performed adequately, or desirable, ie those which, although not essential, could enhance job performance. These criteria should be capable of being measured in some way through the selection process either by information given on the application form and references or by aptitude test results or questions planned for the interview. The specification should be used to shortlist applicants and to compare how well candidates match the agreed specification.

People with disabilities may apply for this post. Please specify here if there are any physical or mental impairments/disabilities which may prevent performance of this post to an acceptable level.

You may be asked what arrangements - if any, can be made to overcome the disability ie provision of equipment or changes to the physical working environment/job tasks.

Post Title: R&D Finance Manager

Directorate/Department: THQ/ Research & Development

| Headings | Essential | Desirable | Means of Assessment | Interview Comments Name of Candidate: |
|---|---|---|---------------------|--|
| Physical requirements of the post | <ul style="list-style-type: none"> • Sickness absence should not exceed more than 4 occasions in the past 12 months of employment (or previous employment) ▪ Ability to operate computer via keyboard ▪ Mobility to make visits on the SUHT and other sites | | | |
| Qualifications training required | <ul style="list-style-type: none"> ▪ CIMA, ACA, ACCA, CIPFA, appropriate degree or equivalent level of training and experience. ▪ Business management ▪ Project management ▪ Negotiation skills | | | |
| Previous or relevant experience necessary | <ul style="list-style-type: none"> • Previous experience in a healthcare setting • Financial accounting and management experience. • Knowledge of data collection for forecasting and planning. • Significant previous experience in a staff management role. • Knowledge of designing | <ul style="list-style-type: none"> • Research financial management, including costing research • NHS experience | | |

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| | <p>advanced spreadsheets and databases.</p> <ul style="list-style-type: none"> • Experience of Financial project management/Financial appraisal and forecasting. • Detailed knowledge and understanding of NHS Trust Financial processes, NHS structural relationships and the NHS financial regime. | | | |
| <p>Aptitudes and skills required</p> | <ul style="list-style-type: none"> • Working under own initiative and also within a team structure in a complex environment. • Ability to be creative, innovative and analytical. • Working to tight deadlines • Ability to maintain an up-to-date knowledge of professional and technical information. • Excellent problem-solving skills in a highly complex environment. • Attention to detail and use of forecasting and estimation skills. • Ability to use a variety of communication styles to motivate others and influence the decision making process. • Accurate & timely production of information. • Ability to cope with a wide variety of tasks. • Operational awareness to allow strong financial support and the ability to | | | |

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| | <p>deal professionally with a range of contacts.</p> <ul style="list-style-type: none"> • Able to communicate with staff colleagues at all levels including Executive Director. • Ability to identify problems and causes, to secure relevant information and to provide imaginative solutions. | | | |
| <p>Personal qualities</p> | <ul style="list-style-type: none"> • Proactive entrepreneurial approach. • Ability to cope with pressure, make difficult decisions. • Have integrity and professionalism. • Create and maintain strong working relationships with a wide range of stakeholders. • Leadership and motivational skills, including the ability to provide feedback to staff to aid their development. • Well developed influencing skills • Transparency and openness • Secure agreement and action in others and be ready to make decisions. • Provide credible financial advice to the Executive team, senior clinical staff etc. • Follow procedures & guidelines. • Manage priorities for self | | | |

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| | and others to meet specific deadlines. | | | |
| Special requirements of the post | <ul style="list-style-type: none"> • Ability to be flexible on working hours. • Knowledge and understanding of NHS research funding systems. | <ul style="list-style-type: none"> • Knowledge and understanding of research governance and regulatory frameworks relevant to clinical/health research | | |
| Living the Trust values: | <p>Able to demonstrate behaviours that meet the Trust Values</p> <p>Patients First Fresh Thinking Working Together</p> | | Application and interview | |
| Outside interests | <ul style="list-style-type: none"> • Good work/home life balance. • Commitment. | | | <p>Appoint:</p> <p>No</p> |

If rejecting candidate please indicate main reasons:

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