

**PERSON SPECIFICATION**

<b>Job Details</b>	
Job Title:	Divisional Accountant
Directorate:	Finance
Department/Ward:	Financial Management
Location:	Bensham Hospital, Gateshead / Agile Home Working
Pay Band:	7

	<b>Essential</b>	<b>Desirable</b>
<b>KNOWLEDGE, SKILLS &amp; EXPERIENCE</b>		
Good level of education in a numerate subject	Yes	
NVQ level 5 or Association of Accounting Technician membership or foundation level of a professional accountancy (CCAB) qualification or equivalent experience	Yes	
NHS finance experience		Yes
Experience of managing staff	Yes	
Evidence of continued professional development	Yes	
Specialist knowledge of financial & accounting procedures	Yes	
Specialist knowledge of NHS Foundation Trust financial regime		Yes
Experience in the use of computerised general ledger	Yes	
Use of Oracle		Yes
Excellent IT Skills with extensive experience in the use of spreadsheets and databases	Yes	
Knowledge of other finance systems for example, payroll, debtors and supplies		Yes
<b>COMMUNICATION &amp; RELATIONSHIPS</b>		
Evidence of excellent inter-personnel skills and the ability to develop collaborative and effective working relationships both internally and externally	Yes	
Clear and effective verbal and written communications skills	Yes	
Highly confident in the ability to justify financial information and assumptions when challenged	Yes	
Ability to demonstrate persuasive, motivational and negotiation skills	Yes	
Evidence of effective leadership skills		Yes

<b>ANALYTICAL &amp; JUDGEMENT</b>		
High level of analytical skill	Yes	
Ability to use own expertise and judgement in complex problem solving	Yes	
Ability to think and act on own initiative	Yes	
<b>PLANNING &amp; ORGANISATION</b>		
Evidence of effective organisation skills	Yes	
Ability to plan and take responsibility for own workload effectively and efficiently	Yes	
Ability to effectively prioritise conflicting workload demands from various stakeholders	Yes	
Ability to plan in advance and amend plans when required, maintaining flexibility	Yes	
Ability to work unsupervised, to tight timescales and deadlines in a constantly changing environment	Yes	
Ability to accept responsibility for own workload and other members of the team	Yes	