

Person Specification / Interview Score Sheet

Job Title: Deputy Finance Business Partner

Accountable to: Finance Business Partner

Criteria	Essential Criteria	Desirable Criteria	Mgmt Score	Essential HI*	Desirable HI*
Qualifications	<ul style="list-style-type: none"> • Qualified (CCAB) or finalist studying towards qualification or significant NHS finance experience at this grade • Evidenced continuous professional development record • Actively studying towards full CCAB qualification 	<ul style="list-style-type: none"> • First Degree • Qualified (CCAB) 			
Experience	<ul style="list-style-type: none"> • knowledge and understanding of International Accounting Standards and their application • Highly developed and demonstrable knowledge of management accounting and accounting procedures within the NHS • Understanding of the Payment by Results (PbR) tariff system and its application within an NHS Foundation Trust • Significant experience of working within an NHS Foundation trust(s) • Significant experience in the use of E-Financials software packages • Significant experience in the use of Business objects • Experience of developing activity, income and expenditure forecasts, including the modelling of different scenarios • Significant experience of staff management 	<ul style="list-style-type: none"> • Experience in the use of PLICS costing software • Experience of modelling the financial impact of service pathway redesign 			

Technical Skills Competencies	<ul style="list-style-type: none"> Advanced user of Microsoft Excel, required to design new and/or improve existing financial monitoring systems Expert analytical skills to solve highly complex financial and non-financial problems Computer literate with experience of using Microsoft office applications Ability to interpret highly complex information, including national financial policies Ability to manage extensive data sets, and detailed financial information 	<ul style="list-style-type: none"> Clear, demonstrable understanding of statutory and other financial responsibilities Influencing and negotiation skills, including the ability to communicate contentious information to an audience that may not be receptive. This will include senior managers within the Trust and external stakeholders 			
Knowledge	<ul style="list-style-type: none"> Sound, demonstrable knowledge of financial and accounting procedures. Detailed knowledge of the organisation's objectives and activities Detailed understanding of the NHS agenda and knowledge of NHS financial framework Knowledge of NHS financial and accounting procedures in relation to the portfolio 	<ul style="list-style-type: none"> Ability to interpret highly complex information, including national financial policies 			
Interpersonal Skills	<ul style="list-style-type: none"> Excellent inter-personal and communication skills Confident in dealing with people at all levels of the organisation Ability to work as a part of a team Ability to communicate sensitive/ contentious financial information in a clear and persuasive way. This will include communication with people with non-financial backgrounds. Ability to lead a team of fellow professionals and to adopt a collaborative approach both within the Finance function and across UHD 	<ul style="list-style-type: none"> Active listening skills, to interpret managers needs and issues Ability to forge and maintain constructive relationships with senior managers and to constructively challenge and hold to account in relation to financial decision making and subsequent consequences 			

Personal Attributes	<ul style="list-style-type: none"> • Ability to write and present reports on complex matters in a way which can be understood by other professionals • Ability to use initiative, work autonomously, and demonstrate flexibility • Ability to work as a part of a team • Able to communicate sensitive/ contentious financial information in a clear and persuasive way • Emotionally resilient with the ability to provide and accept constructive criticism and to reflect and learn from guidance and feedback • Well organised, a completer/ finisher with the ability to multi-task complex issues • Ability to work to strict deadlines 	<ul style="list-style-type: none"> • Political astuteness to understand the business, political and economic context in which discussions are taking place 			
Language requirement	Be able to speak English as necessary to undertake the role	Total Score			

Scoring Key:

1	Does not meet criteria
2	Below requirement (serious shortcomings)
3	Acceptable level of competence (some shortcomings in performance)
4	Acceptable level of competence (quality evidence provided)
5	Exceptional standard

*HI – How Identified

A	Application form
I	Interview
T	Test
P	Presentation

We are caring one team listening to understand open and honest always improving inclusive