

# CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD

## EMPLOYEE SPECIFICATION

**Job Title:** Clinical Board Accountant

**Post Number:**

**Grade:** Band 6

**Base:** Cardiff

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Relevant degree, AAT, or equivalent  Evidence of Continuing Professional Development	Study towards CCAB professional accountancy qualification, preferably part-qualified.	Application Form Certificate
EXPERIENCE	Finance experience with experience within the NHS, public or private sector  Knowledge and experience of financial management and business and strategic planning.  Coordination and supervision of work processes	General management experience  Experience in the NHS	Application Form Interview References

<p><b>SKILLS</b></p>	<p>Good interpersonal, communication and presentation skills</p> <p>Analytical, interpretational and comparative skills.</p> <p>Ability to work autonomously and equally effectively as part of a multi disciplinary team</p> <p>Demonstrable ability to work on multiple complex tasks simultaneously and produce high quality work within tight deadlines and within resource constraints</p> <p>IT literate with practical computer application skills covering Microsoft products including advanced level of Excel spreadsheets.</p>	<p>Use of Oracle or other general ledger systems</p>	<p>Application Form Interview References</p>
<p><b>SPECIAL KNOWLEDGE</b></p>	<p>Basic knowledge of:</p> <ul style="list-style-type: none"> <li>-NHS Finance regime</li> <li>-NHS Current Developments &amp; Strategies</li> </ul>	<p>Detailed knowledge of:</p> <ul style="list-style-type: none"> <li>-NHS Finance regime</li> <li>-NHS Current Developments &amp; Strategies</li> </ul>	<p>Application Form Interview References</p>
<p><b>PERSONAL QUALITIES</b> <i>(Demonstrable)</i></p>	<p>Highly committed and self motivated, with high professional standards</p> <p>Emotionally resilient and able to respond to exposure to distressing or emotional circumstances</p> <p>Ability to work under pressure</p> <p>Need for intense concentration over a sustained period of time</p> <p>Possess a flexible approach to work.</p> <p>Ability to communicate effectively with a wide range of professional staff and managers at all levels, both internal and external to the organization</p>		<p>Application Form Interview References</p>

<b>OTHER</b> <i>(Please Specify)</i>	Able to travel to undertake the duties of the post at various sites	Ability to speak Welsh	Interview Document
---	---	------------------------	--------------------