

Person Specification
Deputy Finance Manager – Financial Management

Attribute	Essential	Desirable	How identified
Personal Values	<p>Must be able to demonstrate behaviours consistent with the Trust's values.</p> <p>Must be able to demonstrate a strength in conviction of personal values, to ensure those within the service also demonstrate behaviours consistent with the Trust's values and standards.</p>		Interview
Communications and Relationships Skills	<p>Possess excellent verbal & written communication skills and the ability to convey complex financial issues to non-finance managers.</p> <p>Be able to demonstrate a commitment to quality and customer focused service.</p> <p>Demonstrate tact, diplomacy and confidentiality.</p>		Application and Interview
Knowledge Requirements	<p>Excellent working knowledge of MS Office.</p> <p>Good business management, project management and administrative skills.</p> <p>Extensive knowledge of a computerised ledger system, spreadsheets and databases.</p> <p>Working knowledge of finance regulations and statutory requirements.</p>	<p>Knowledge of current issues within the NHS and the changing nature of Healthcare provision.</p> <p>Knowledge and understanding of NHS finance, policies and procedures.</p> <p>Knowledge and understanding of benchmarking techniques and sources of benchmarking information.</p> <p>Knowledge and understanding of NHS transformation and efficiency agenda.</p>	Application and Interview

Qualifications – Academic/Craft/ Professional	AAT Qualified, or CCAB part qualified, or studying, willing to study (or qualified by experience on exceptional basis) Post graduate diploma or level 6 equivalent qualification.	Educated to degree level (or equivalent)	Application
Further Training	Continuous commitment to personal and departmental development.		Application and Interview
Experience	Experience of working in a busy financial management environment. Experience of financial ledger systems and advanced spreadsheets.	Working within NHS finance.	Application and Interview
Analytical and Judgemental Skills	Possess numerical and analytical skills, including the ability to assimilate & interpret complex data and make resultant judgements. Ability to convey financial issues and complex data to non-financial staff. Be able to understand and implement financial management policies and internal control procedures and determine changes to practices for own area. Ability to work within policies and procedures with a high degree of autonomy.	The ability to undertake training sessions on finance matters to non-specialists.	Application and Interview
Planning and Organisational Skills	Ability to work on own initiative and as part of a wider team. Ability to plan, organise and achieve objectives/tasks set within specified time frames. Possess excellent organisational skills, with the ability to manage and prioritise conflicting demands. Capacity to concentrate to complete tasks in a busy office or home environment and demonstrates attention to detail.		Application and Interview

Contractual Requirements	Ability to work flexibly to ensure deadlines are met.		Application and Interview
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