

The ROYAL MARSDEN

NHS Foundation Trust



NHS

DEPARTMENT: Finance
BAND: Band 6 / 7

Education/Qualifications	How measured (<i>application form, interview, test, presentation, references, occupational health</i>)
<p><u>Essential</u></p> <ul style="list-style-type: none"> • Degree level or equivalent • Significant progress towards the completion of a CCAB recognised accountancy qualification or in exceptional circumstances, to have gained experience with is considered equivalent to significant progress towards completion of such qualifications <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Have completed a CCAB recognised accountancy qualification 	<p>Application form</p>
Experience	
<p><u>Essential</u></p> <ul style="list-style-type: none"> • Significant experience in a Financial Management role and some costing experience. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Costing experience within an acute hospital setting 	<p>Application form / Interview</p>
Skills/Abilities/Knowledge	
<p><u>Essential</u></p> <ul style="list-style-type: none"> • Able to understand and apply the concepts and techniques for budgeting, financial planning, costing, pricing, variance analysis and reporting • Good, well presented written communication skills • Good verbal communication skills • Advanced excel skills • Able to demonstrate competence in word processing • Able to demonstrate competence in the use of the General Ledger and other financial systems within the department. • Able to demonstrate an ability to analyse and interpret financial data 	<p>Application form / Interview / Test</p>

<ul style="list-style-type: none"> • Able to work effectively to tight deadlines, often involving the management and prioritization of multiple tasks with conflicting priorities. • Able to demonstrate an understanding of the link between financial data and influencing factors • Able to demonstrate an understanding of the rationale for budgetary control, Standing Financial Instructions/Standing Orders and the means for ensuring that they are adhered to • Able to deal quickly with questions and information requests and to respond in a way in which non-finance staff will understand and can make use of. • Able to demonstrate an active interest in the development of skills, experience and career. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Advanced ECDL qualification • Able to demonstrate competence in the use of other software packages eg Access and powerpoint 	
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Other Requirements	
<p><u>Essential</u></p> <ul style="list-style-type: none"> • Demonstrates a flexible and adaptable approach to work • Team player • Able and willing to work flexible and additional hours as required • Self-motivated and able to show initiative • Able to operate effectively with minimal support • Able to develop good working relationships with budget holders and managers of all levels 	Interview
Physical	
<p><u>Circumstances</u></p> <ul style="list-style-type: none"> • Able to work on both sites and to be flexible to meet the needs of the role 	Interview

The above attributes have been identified by management to be necessary for this post, and will be used when short listing applicants for interview.