

Person Specification

Job Title	Finance Business Partner		
AfC Band	8B	Job Code	409-S6188213

Method of Assessment: 'A' Application Form 'C' Certificate 'I' Interview 'R' Reference 'T' Test/Presentation

Person Specification		Essential	Desirable	Assessment
Education/ Qualifications				
1	Fully Qualified CCAB or CIMA Accountant	X		A/C
2	Educated to degree level (or equivalent) in Accounting.	X		A/C
3	Evidence of continuous professional development	X		A/I
Skills & Abilities				
1	Excellent communication skills both written and verbal and all levels.	X		A/I/T
2	Financial Analysis and forecasting.	X		A/I/T
3	Excel to advanced level.	X		A/I/T
4	Good interpersonal skills	X		I
5	Good understanding of accounting processes.	X		A/I
6	Ability to provide detailed costings in relation to episodes of activity.	X		A/I
7	Demonstrate an entrepreneurial and innovative approach to problem solving.	X		A/I
8	Ability to work without supervision and own initiative.	X		A/I
9	Ability to work under pressure and prioritise effectively.	X		A/I
Experience				
1	Post qualification experience in a senior financial management position.	X		A/I
2	Experience of managing a team, to provide high quality and accurate financial support to the Support Services Care Group.	X		A/I
3	Sufficient experience of business analysis to be able to demonstrate a thorough grasp of cost and income drivers to make the Care Group contribute to the success of the Trust.	X		A/I
4	Management experience of a team which will include dealing with disciplinary and grievance issues, performance and sickness absence.	X		A/I
5	Presentation of financial and non- financial information.	X		A/I
6	Working with non-finance staff	X		A/I
7	A sound understanding of NHS funding streams	X		A/I
8	Experience of performing reconciliations and explaining to non-Finance colleagues.	X		A/I
Knowledge				
1	Knowledge of computerised financial systems.	X		A/I
2	Knowledge of the NHS Trust financial regime.		X	A/I
3	Good understanding of the strategic direction of the NHS Finance function.		X	I
4	Awareness of current NHS policies and priorities	X		I

Other				
1	<u>Accountability</u> – Takes responsibility for own actions and promotes good team working.	X		I
2	<u>Openness</u> – Shares information and good practice appropriately.	X		I
3	<u>Mutual respect</u> – Treats others with courtesy and respect at all times.	X		I