

## EMPLOYEE SPECIFICATION FOR THE POST OF HEAD OF FINANCE

Attribute	Essential	Weight	Desirable	Weight	How identified
Values and Behaviours	<ul style="list-style-type: none"> <li>All colleagues are expected to demonstrate that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values: <b>Trust Honesty Respect</b> <b>Compassion Teamwork</b></li> <li>All colleagues are expected to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion (EDI) and how it applies to their role. The Trust's expectations are highlighted within our EDI Policy, and associated EDI and Human Rights legislation</li> </ul>				Application & Interview  Application & Interview
Qualifications	Possess a Professional accounting qualification (CCAB or equivalent)	7	Educated to degree level or equivalent	3	Application
Further Training	Demonstrate evidence of continuing professional development	5			Application
Work Experience	A minimum of 2 years post CCAB or equivalent experience. Knowledge of NHS finance and business planning regimes. Appointing & Managing staff. Working with computerised financial systems	5 5 5 5	Involved in reference costing Experience of using 'integra' General Ledger Crystal reporting Experience of working in NHS Finance and Business Planning	3 3 3	Application & Interview

Aptitudes / Skills	Ability to problem solve and find solutions.	5			Application & Interview
	Ability to communicate at a high level internally & externally.	5			
	Possess numerical and analytical skills and have the ability to assimilate and interpret data to make resultant judgements	5			
	Able to lead and motivate a team.	5			
	Ability to work under pressure and meet changing deadlines.	5			
	Excellent IT skills.				
	Excellent written & report writing skills & have the ability to convey complex	5			
	financial issues to non-Finance Managers.	5			
	Teaching Skills for training non finance managers.	5			
Aptitudes / Skills Cont.	Possess excellent negotiating & influencing skills.	5			Application & Interview
	Ability to work on own initiative, integrate within the team.				
	Able to keep abreast of developments in the Trust and the wider NHS that may impact on the department.				
Dispositional Attributes	Calm, focused, confident approach.	5			Interview
	Motivated & enthusiastic, able to lead and inspire others.	5			
	Reliable & conscientious	5			

Values and Behaviours	Demonstrate the application of professional ethics, values and judgement in support of the core values underpinning the Finance Department, professionalism, empathy and respect'	5			Application and Interview
	Values diversity and difference, operates with integrity and openness	5			
	Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	5			
	Uses evidence to make improvements, seeks out innovation	5			
	Actively develops themselves and others	5			
	Self-awareness in terms of emotional intelligence, biases and personal triggers with cultural sensitivity and awareness	5			
	Demonstrable the necessary emotional resilience and composure to work effectively under pressure.				

**PLEASE NOTE THAT ALL CRITERIA WILL BE SUBJECT TO REASONABLE ADJUSTMENTS WHERE THE APPLICANT HAS DECLARED A DISABILITY AS DESCRIBED IN THE EQUALITY ACT**

