

Person Specification



Job title:	Finance & Business Systems Manager		
Reports to (title):	Head of finance, audit & risk	Service:	Finance
Grade of job:	10		

Essential criteria

1. Qualifications	<p>CCAB qualified, or AAT qualified / CCAB part-qualified and/or extensive experience of financial systems and Accounting.</p> <p>Commitment to continuous professional development</p>
2. Experience	<p>Significant experience of working in a multi-disciplinary professional environment.</p> <p>Experience of maintaining and developing financial management systems.</p> <p>Experience in staff development and managing change.</p> <p>Experience of local government financial practices.</p>
3. Knowledge/ Understanding	<p>Knowledge of project lifecycles for system related change (scoping, testing, and deployment)</p>
4. Skills/ability	<p>Financial</p> <p>Sound experience of financial practices and work, including preparation of budgets, and final accounts</p> <p>Ability to analyse complex financial and business issues and offer sound, reliable and professional advice</p> <p>Experience in option appraisal / financial selection techniques.</p> <p>IT</p> <p>Fully competent in desktop applications (spreadsheet and word processing).</p> <p>Experience of using sophisticated general ledger package</p> <p>Innovative approach to exploitation of IT to improve the quality and range of services offered to customers</p>

Experience of taking available data and presenting it in such a format as to improve decision making.

Experience of MS office products at an advanced level

Experience and knowledge of SQL

Experience of Business Intelligence reporting tools

Communication

Ability to communicate effectively

Ability to be able to listen and understand sometimes complex requirements as well as communicate their ideas on improvements

Team Leadership

Ability to lead and manage a team and constructively contribute to team working at all levels. Demonstrate the ability to work with others to reach a common goal.

Planning and Organisation: Initiative and ability to plan and organise time and resources to ensure that deadlines and agreed targets are met with the minimum of supervision

Leadership: Ability to provide professional leadership to colleagues

Personal Skills

Innovation: Ability to innovate and develop good practices on own initiative, tackling objectives innovatively and with particular regard for shared objectives.

Professional Integrity: Ability to deliver impartial and independent professional advice

Relations with others: The personal qualities and skills that promote open and constructive relations with colleagues, reports and customers

Flexibility: Ability to maintain high levels of performance under changing conditions, tasks, responsibilities or people

Motivation: Ability to motivate and lead a team to achieve its objectives

Challenge: Ability to provide challenge to financial managers under difficult situations