

Person Specification



Job title:	Corporate finance business partner		
Reports to (title):	Head of finance, audit and risk	Service:	Finance
Grade of job:	12		

Essential criteria

1. Qualifications	<p>CCAB qualified plus significant senior-level experience of accounting work including support to service / budget managers</p> <p>Demonstrable commitment to personal and professional development</p> <p>Desirable: education to first degree level or equivalent</p>
2. Experience	<p>Significant experience of working in a multi- disciplinary professional environment</p> <p>Experience in explaining and presenting complex inter-related financial issues in a way that the co-dependencies are fully understood.</p> <p>Desirable: experience of working in the public sector and of local authority financial practices.</p> <p>Desirable: experience of project assignments</p>
3. Knowledge/ understanding	<p>An understanding of local authority financial practices, the Prudential Code for Local Authorities and of VAT and tax principles.</p> <p>An understanding of how to manage and motivate a team</p>
4. Skills/ability	<p>Ability to analyse complex financial and business issues and offer sound, reliable and professional advice to senior officers</p> <p>Fully competent in desktop applications (spreadsheet and word processing), experience of using sophisticated general ledger package, innovative approach to exploitation of IT to improve the quality and range of services offered to customers and creative approach to using IT to improve efficiency.</p>

Ability to analyse data into meaningful information to influence and assist in decision making.

Ability to present complex and sometimes difficult messages in appropriate language, style and detail and to provide constructive challenge alongside support and advice

Planning and Organisation: Initiative and ability to plan and organise time and resources to ensure that deadlines and agreed targets are met

Innovation: Ability to create innovative and practical solutions to improve service performance

Professional Integrity: Ability to deliver impartial and independent professional advice

Relations with others: Ability to work constructively with senior managers, service managers, colleagues, and service users in formal and informal contexts

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