

Person Specification

JOB TITLE:	Senior Finance Business Partner	POST NO:	
SCALE:	Grade 13	DEPARTMENT:	Corporate Services Directorate
DIVISION:	Financial Management & Corporate Finance	DIRECTOR:	Executive Director of Corporate Resources
DATE:	1 May 2023	COMPLETED BY:	Service Director - Financial Management & Service Director – Corporate finance

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application / (I) Interview, (P) Presentation, (W) Written Test. Add any other codes used here.]

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Excellent knowledge of the legislative and regulatory regimes within which local authorities operate and a multi-disciplinary professional environment. • Excellent knowledge of accounting concepts and policies and budgeting processes • Knowledge of best practice in financial control • High level of knowledge of Microsoft Office applications 	<ul style="list-style-type: none"> • Practical knowledge of local government issues including Best Value and Partnership working • A sound understanding of the role of the s151 officer
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Able to deliver impartial and independent professional advice • Initiative and ability to plan and organise time and resources to ensure that deadlines and agreed targets are met. • Able to create innovative and practical solutions, convey ideas and opinions clearly and fluently; is comprehensible to others; uses language and style appropriate to the audience. • Ability to provide constructive challenge alongside advice and support, • Ability to see the value of in the information provided and to inspire others to make use of it. • Ability to clearly present and explain complex financial information and scenarios to directors, heads of service, budget holders and elected members. 	<ul style="list-style-type: none"> • Advanced spreadsheet skills and knowledge

	<ul style="list-style-type: none"> • Able to build productive working relationships, demonstrating self-awareness, perception and a collaborative approach. • Able to assimilate and analyse large volumes of information, particularly complex financial data, identify key issues, spot patterns and trends to support decision making. • Ability to work on own initiative, as part of a team and giving clear direction and motivation. • A strong set of 'soft skills' including presentation, relationship building, negotiation, facilitation and conflict resolution. 	
EXPERIENCE	<ul style="list-style-type: none"> • Minimum of two years recent experience working in a public service finance setting. • Experience of staff management. • Experience of budget setting and monitoring in a large and complex organisation. • Involvement in accounts closure process. 	<ul style="list-style-type: none"> • Been part of the management of change within an organisation • Experience of working in a Local Government finance setting. • Experience of utilising Oracle systems
QUALIFICATIONS	<ul style="list-style-type: none"> • CCAB Accounting qualification, or actively studying with significant relevant experience / other qualifications. (A) • Demonstrable commitment to personal and professional development 	<ul style="list-style-type: none"> •
EQUALITY	<ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I) 	
CUSTOMER CARE	<ul style="list-style-type: none"> • Knowledge and understanding of effective customer care (A & I) 	