

PERSON SPECIFICATION

Assistant Finance Business Partner

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

Qualifications and training

Method of Assessment – D, I

Essential:

- AAT qualified or equivalent or accounting/business degree

Desirable:

- CCAB qualified

The New GCSE Grading System

- Grades 7-9 are equivalent to the old grades A and A*.
- The bottom of grade 7 aligns with the bottom of grade A.
- Grades 4-6 are equivalent to the old grades B and C.
- The bottom of grade 4 aligns with the bottom of grade C

Experience and knowledge

Method of Assessment – D, I

Essential:

- Demonstrable proven experience (at least five years) of providing financial advice and support to senior management within a large and/or complex organisation.



- Proven knowledge and understanding of local government financing.
- Proven experience of engaging and working with senior management teams within service areas.
- Proven experience of working within a financial environment.
- Proven knowledge and understanding of financial management and frameworks in a large organisation.
- Proven knowledge of key financial processes including budget development, budgetary control, closure of accounts and medium-term financial planning for a large organisation.
- Proven record of delivering service improvements within a financial setting.
- Demonstrable practical experience and knowledge of budget development and budgetary control.
- Experience of Local Government finance and accounting.
- Practical knowledge of Accounting Standards.

Desirable:

- Experience of presenting financial information both orally and in report form.
- Commercial knowledge and experience.

Specialist skills and abilities

Method of Assessment – D, I

Essential:

- Competent in the use of IT including Excel and Word.
- Ability to assess the financial implications of changes in legislation/policy/service delivery.
- Good working knowledge of accounting systems and procedures.
- Able to analyse data effectively to oversee performance, identify trends and ensure timely corrective action is taken.
- Ability to keep abreast of developing issues for service areas, analyse the implications for the Council and brief senior managers.
- Ability to identify key issues that have implications for the effective management of the services and brief senior managers in a timely fashion.



Personal skills and attributes

Method of Assessment – D, I

Essential:

- Demands high performance of self and colleagues, working positively and effectively.
- Is tenacious and focused on achieving results, overcoming obstacles.
- Contributes above, and beyond, usual expectations to meet customer needs.
- Strong delivery and performance focus.
- Good interpersonal and communication skills.
- Takes responsibility for monitoring and achieving own targets.
- Able to manage own workload and performance.
- Takes personal responsibility for correcting problems and resolving mistakes positively.
- Anticipates and takes action in order to create and seize opportunities, or avoid crises in the medium term.
- Ability to produce and deliver clear financial information to non-financial managers in both written and verbal formats.
- Supports others to work together to develop solutions, avoiding blaming others when things go wrong.
- Shares resources or provides support to further cross-team and/or cross-functional working.
- Values and seeks out the input of others, to establish an inclusive environment and deliver services.

Decision making impact and innovation

Method of Assessment – D, I

Essential:

- Able to make decisions without referring to others, where appropriate.
- Ability to establish credibility within management teams.
- Identifying opportunities to develop financial systems and processes.
- Evaluating and supporting innovative and effective means of financing the delivery of services.
- Ability to build effective working relationships with finance colleagues.
- Uses feedback and information to improve the way things are done.
- Works collaboratively and builds relationships with customers to establish the key issues and anticipate requirements.
- Looks to the future, and is able to see links and opportunities that others might miss.



- Takes an overview of situations to generate new perspective – “thinks outside the box”.
- Identifies and implements quick wins.
- Reacts positively to problems / issues, developing solutions.

Special working conditions

Method of Assessment – D, I

Essential:

- Ability to work from home on a regular basis, with the requirement to attend your primary work base as and when required.
- During a Pandemic, Epidemic or Major Incident or Emergency you may be asked to work from home or other location and on occasion to undertake duties that are not stated in your Job Description or Person Specification where there is a skill, competency, and experience match

