

**PERSON SPECIFICATION
Finance Business Manager (Costing)**

	ESSENTIAL REQUIREMENTS
Qualifications	Holder of CCAB recognised Professional Accountancy Qualification or relevant experience.
Experience	<p>5 years extensive experience of Financial Management including a minimum of 4 years experience gained at a senior (strategic) level.</p> <p>Experience of the preparation of business cases and investment appraisal techniques.</p> <p>Experience of developing team/others.</p> <p>Experience of contract management.</p>
Knowledge	<p>Good working knowledge of and proven interest in the NHS including understanding of key targets and the performance management framework</p> <p>Knowledge of specific NHS policies for example Payment by Results, Patient Choice, Foundation Trusts.</p> <p>Up to date, in depth knowledge of Financial and Management Accounting including UK Generally Accepted Accounting Practice (GAAP).</p> <p>Familiarity with relevant changes in clinical practice and the consequent impact on resource utilisation.</p>
Skills	<p>Excellent written communication skills, including the ability to produce concise financial reports and prepare complex multi faceted business cases.</p> <p>Good verbal communication and presentation skills including the ability to explain highly complex financial issues to non -financial staff and communicate sensitive or contentious information in order to influence decision making.</p> <p>Strong inter-personal skills, including the ability to establish and maintain positive working relationships with colleagues at all levels within the organisation and external stakeholders.</p> <p>Awareness of organisational politics in order to keep healthcare professionals on board with the change and resource management agenda.</p>

	<p>Ability to effectively lead and motivate teams to manage change and achieve organisational goals.</p> <p>Flexibility to work autonomously with the skills to make decisions independently and delegate effectively.</p> <p>Proven ability to prioritise work, meet tight deadlines and utilise problem solving skills. Good understanding of operational issues and how organisational pressures effect broader resource utilisation.</p> <p>Strong analytical skills including the ability to make sound judgements and decisions to minimise financial risk in situations where there is a multiplicity of targets/objectives, imperfect information and no obvious precedent.</p> <p>Good negotiation skills</p> <p>Ability to remain calm and perform consistently in stressful situations.</p> <p>Comprehensive IT skills including the use of Financial Systems/General Ledgers. Experience with Microsoft Office products including the ability to design complex spreadsheets and convert technical data into an accessible format. Advanced keyboard skills.</p>
Other	<p>Demonstrable commitment to Continuing Professional Development in accordance with the requirements of the professional bodies e.g. CIPFA mandatory scheme of 100 hours per annum.</p> <p>Member of the Healthcare Financial Management Association.</p> <p>Commitment to development and training of staff.</p> <p>Displays smart appearance and integrity.</p> <p>Adhere to and ensure compliance with relevant Health and Safety legislation.</p>