



Person Specification

Job Title: Finance Business Partner

Selection Criteria:

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE
Work Experience	Minimum of 3 years' experience in a similar role.	Essential
	Experience of preparing monthly management accounts and balance sheet reconciliations.	Essential
	Experience of using a range of finance metrics and systems to set, monitor and analyse financial performance.	Essential
	Experience of supporting/coaching junior or less experienced members of a team.	Essential
Knowledge	Knowledge of SUN/Cognos/Proactis would be advantageous.	Desirable
	Have a detailed understanding of double entry postings including prepayments and accruals.	Essential
	Good management accounting knowledge – variance analysis, budgeting, forecasting, data interpretation & performance evaluation.	Essential
	Have an understanding of IFRS and UK GAAP legislation and other applicable guidance and regulations.	Essential
	VAT knowledge, including partial exemption.	Desirable
	Working knowledge of Charities SORP.	Desirable
Qualification & Skills	ACA/ACCA/CIMA qualified / part qualified or relevant finance degree.	Essential
	Advanced Excel skills.	Essential
	Proven ability to communicate strongly (written, verbal and graphics) and able to present financial information.	Essential
	Proven ability to be well planned and work effectively within a finance team under pressure. Prioritising to ensure results are achieved and deadlines are met.	Essential
	Proven ability to work collaboratively with team members, colleagues and senior managers. Providing effective and constructive challenge.	Essential
	Attention to detail whilst also able to see the bigger picture.	Essential
	Able to discuss & explain financial transactions with other employees including those with limited financial knowledge.	Essential
	Flexible attitude to work.	Essential
	Skilled in use of accounting software.	Essential
	Skilled in use of Office 365 / Email & Word.	Desirable
	Be able to demonstrate an ICAN approach to all aspects of the role.	Essential