Basingstoke and Deane

PERSON SPECIFICATION

Job Title	Finance Business Partner	**Location**	Financial Services
Directorate	Chief Executive	**Date**	September 2024
Completed By	Chief Finance Officer (Section 151 Officer)		

Criteria *(insert/delete rows as required)*	***Indicate by ✓*** **Essential**	**Desirable**	**Measured By**
Qualifications and Experience Academic, technical and professional			
• Qualified accountant (CCAB/CIMA –preferably CIPFA)	✓		Application/Certificate
• CIPFA Finance Business Partner Qualification		✓	Application/Certificate
Work Experience & Attainments Previous work experience relevant to the job			
• Proven experience of local government finance	✓		Application/Interview
• Proven experience of developing and maintaining financial models	✓		Application/Interview
• Knowledge of relevant current legislation, accounting standards and codes of practice	✓		Application/Interview
• Proven experience of undertaking financial analysis and providing financial advice	✓		Application/Interview
• Proven experience of presenting financial information to a financial and non-financial audience	✓		Application/Interview
• Proven experience of monitoring revenue and capital budgets in accordance with financial policies	✓		Application/Interview
• Experience of supporting major projects, regeneration, and contracts		✓	Application/Interview
Skills and Competencies			
• Able to communicate information and ideas clearly and accurately, both in oral and written form	✓		Application/Interview
• Ability to demonstrate effective team working and able to negotiate co-operation from others to achieve objectives	✓		Application/Interview
• Ability to use own initiative, achieve objectives, work under pressure and meet deadlines with accurate good quality results	✓		Application/Interview

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• Ability to develop effective working relationships with team members and colleagues in other departments	✓		Application/Interview
• Ability to provide clear advice and briefings on new legislation and accounting standards	✓		Application/Interview
PC/Computer Literacy Job content relating to this			
• Understanding and working knowledge of current IT Financial Systems being able to use self-service, digital user platforms and applications	✓		Application/Interview
• Experienced user of MS Office especially advanced use of spreadsheets (Excel)	✓		Application/Interview
Circumstances Location, flexibility and mobility; other circumstances specific to the job			
• The post holder may be required to work abnormal hours where necessary, either to attend meetings or to carry out urgent work.	✓		Application/Interview
• Able to demonstrate an understanding of equality issues and how they affect the workplace and service delivery	✓		Application/Interview
• To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children and vulnerable adults)'.	✓		Application/Interview
• This role requires a standard DBS check	✓		