

Financial Services		
Person Specification		
Job Title: Finance Business Partner		
Post number: TBC	Post grade: LS7	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Significant experience of providing financial support and advice to a wide range of services in a large and complex organisation</p> <p>Experience of supporting decision making and delivering solutions through financial analysis and option appraisals</p>	<p>Experience of reviewing and implementing financial process changes.</p> <p>Experience of working with colleagues in related non-accounting functions in areas such as exchequer, VAT and treasury management.</p>
QUALIFICATIONS	<p>CCAB qualified or AAT with significant post qualification experience in a local government finance environment.</p>	
SPECIALIST KNOWLEDGE/ SKILLS	<p>Ability to present a positive image of the Council when representing the organisation at boards, conferences and seminars</p> <p>Ability to communicate clearly and accurately in writing and verbally with both internal and external stakeholders</p> <p>Awareness of current national and local issues relating to local government.</p>	<p>Collection fund accounting</p> <p>Capital accounting</p> <p>Taxation – including VAT/PAYE/CIS</p> <p>Pensions</p> <p>Insurance</p> <p>Procurement</p>

OFFICIAL

	<p>Ability to influence colleagues from other disciplines through strong negotiation and communication skills.</p> <p>Ability to support the direction of the council and pursue opportunities both internally and with other organisations to improve the commerciality of the organisation</p> <p>Excellent numeracy skills</p>	
<p>IT SKILLS</p>	<p>Ability to analyse and manipulate complex data using spreadsheets and other analysis tools.</p> <p>Use of word and other Microsoft systems in an office environment.</p> <p>Experience of automated financial systems in a large, multi-functional organisation.</p>	
<p>PERSONAL CHARACTERISTICS</p>	<p>Reliable, with a flexible approach to work duties.</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Ability to work with colleagues from a wide range of disciplines</p> <p>Innovative and pro-active approach to problem solving and an ability to prioritise tasks</p> <p>To lead by example by having a professional and positive approach towards work, taking responsibility for achieving expected outcomes</p>	

OFFICIAL

	Well organised, motivated and enthusiastic Ability to deal with difficult situations in a diplomatic manner Ability to supervise demonstrating leadership and motivational skills and encouraging teamwork.	
PHYSICAL REQUIREMENTS	None	
SPECIAL WORKING CONDITIONS	Willingness to work outside normal office hours to ensure deadlines are met The Council operates remote working in accordance with business need	

PREPARED BY: Sarah Whittaker

DESIGNATION: Assistant Director of Finance

DATE: 5 May 2026