

Person Specification – Finance Business Partner

| Essential | Desirable | Means of Assessment |
|---|--|----------------------------|
| QUALIFICATIONS | | |
| Relevant qualification at SCQF level 9 or above (eg finance or accounting related degree) or studying towards CCAB recognised qualification or QBE with suitable sector experience. | | Application form |
| EXPERIENCE | | |
| Demonstratable experience in accounting and reporting with prior management accounting experience | Familiarity with accounting concepts for charities and public sector organisations | Application form/Interview |
| Leading on the preparation of budgets and forecast/ projections and monthly reporting processes at a departmental level | | Application form/Interview |
| Managing budgets for a wide range of projections with multiple fundings sources | | Application form/Interview |
| Negotiating and influencing senior staff to challenge budgetary assumptions and projections | | Application form/Interview |
| KNOWLEDGE | | |
| Strong working knowledge of the use of information technology in financial management, budgeting and forecasting with the ability to apply that experience to develop and improve the reporting and monitoring systems. | Experience of using Microsoft Business Central and Jet reporting | Application form/Interview |
| SKILLS/ ABILITY TO | | |
| Work on own initiative and effectively as part of a team | | Interview |
| Analyse and evaluate complex information | | Interview |
| Communicate complex financial concepts clearly both in writing and verbally to | | Interview |

| | | |
|--|--|-----------|
| colleagues at all levels in the organisation | | |
| Logically analyse quantitative and qualitative information to reach well-reasoned judgements and recommendations on the adequacy and accuracy of budget holder projections and plans | | Interview |
| Additional Information | | |
| The post holder must be able to travel across Scotland and to our head office location to attend meetings as required | | Interview |