



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Financial Planning and Analysis Analyst

Division: Finance Division

Accountable to: Head of Financial Planning and Analysis

Competency	Criteria	E/D
Knowledge & Experience	Educated to degree level, with a 2.1 or higher	D
	Advanced skills in Microsoft Excel – Vlookups, advanced filters and pivot tables	E
	Strong working knowledge of Microsoft Outlook	E
	Keen to work towards relevant qualification, e.g. CIMA, ACA or ACCA	E
	Experience of working with a financial accounting package such as OneFinance, Aptos or Agresso.	D
	Previous database knowledge, e.g. Access	D
	Prior experience of working in an accounts/finance department	D
Communication	Experience of financial controls and procedures	D
	Excellent written and oral communication skills	E
	Experience of communicating with non-finance colleagues	D
Team Work & Motivation	Ability to present information clearly and appropriately	E
	Examples of participating in and making a positive contribution to a team	E
	Willingness to learn new skills	E
Planning & Organisation	Ability to be flexible and adaptable to meet variable working requirements of the team	E
	Experience of prioritising a variety of competing tasks	E
	Ability to meet competing deadlines	E
Planning & Organisation	Well-organised and with good attention to detail	E



Initiative & Problem Solving	Experience of working on own initiative when dealing with day-to-day queries	E
	Ability to identify a solution where possible or refer to another colleague when appropriate	E

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.