



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 Manager

Division: Finance Division

Accountable to: Head of Financial Planning and Analysis

Competency	Evidence	E/D
Knowledge & Experience	Accountancy qualification, e.g. ACA, CIMA, ACCA	E
	Educated to degree level	E
	Experience of establishing and monitoring financial controls and procedures	E
	Strong Microsoft Excel skills	E
	Experience of working in the finance department of complex organisations	E
	Experience of working in a commercial environment	E
	Previous management accounting and financial analysis experience	E
	Experience of working in an accountancy practice	D
Experience of management accounting outside the Higher Education sector	D	
Communication	Ability to communicate financial issues in a straightforward way to non-financially trained staff	E
	Able to work effectively with senior managers	E
	Proven interpersonal skills	E
	Excellent written communication	E
	A high level of discretion in dealing with personal records and confidential information	E
Team Work & Motivation	Evidence of working in partnership with colleagues to achieve common goals	E
	Ability to work with a high level of independence and good judgement	E
	Willingness to learn new skills	E
Planning & Organisation	Experience of managing and prioritising a variety of competing tasks and deadlines	E
	Strong organisational skills with a good eye for detail	E



Initiative & Problem Solving	Routinely examine tools, processes and way of working to identify opportunities to improve predictive accuracy and / or the effectiveness of the planning process	E
	Ability to identify additional information that has not been requested but is likely to be useful and to challenge and verify the accuracy of information obtained	E
	Demonstrated ability to initiate and manage change; an innovative and enthusiastic approach to continual improvement of services	D
Decision Making	Experienced in making logical, evidence based decisions	E
	Experienced in identifying key financial and financially related factors required for collaborative decision making	E
Liaison & Networking	Experience of successfully managing multiple relationships with competing demands	E
	Ability to build effective networks within the School to support effective and efficient processes within the Finance Division	E
Analysis & Research	Ability to manipulate and assess information rapidly, identifying key points and drawing conclusions. Able to identify the relationship between complex, interdependent factors	E
	Ability to assess, define and develop KPIs	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.