



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: Executive MSc Finance Programme Manager

Department: Finance

Accountable to: Departmental Manager

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent	E
	Good IT skills- Microsoft Office including Word, Excel, Outlook	E
	Previous experience of working in Higher Education	D
	An awareness of the Financial Services sector and an interest in management/ business education	D
Communication	Experience in communicating effectively with internal and external users at all levels, both verbally and in writing	E
	Ability to speak to an audience of senior professionals both via formal presentation and in informal settings	E
	Ability to convey and present information in a meaningful and appropriate manner	E
Teamwork and Motivation	Ability to function effectively in a team with other members of the Department's administrative and academic staff	E
	Evidence of motivation and ability to work independently without direct supervision	E
	Willingness to be flexible and adaptable to the variable work needs of the Department	E
Planning and Organising	Ability to plan and organise own workload	E
	Ability to prioritise tasks effectively to meet deadlines	E
	Ability to manage a varied workload, and coordinate a range of tasks and activities	E



Service Delivery	A thorough understanding of the principles of and a desire to deliver top quality customer service	E
	Ability to provide a prompt and efficient service to both internal and external users	E
	An ability to work flexibly, and to manage and work effectively to consistently meet deadlines	E
Problem Solving and Initiative	Ability to work independently	E
	Ability to use initiative to solve day-to-day queries and problems	E
	Ability to use initiative and creativity addressing difficult situations or when an immediate solution is not apparent, seeking advice when appropriate	E
Liaison and Networking	Ability to promote the programme through effective promotional skills and networking, for example, participating in information sessions, meetings and social functions	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.