

## Finance Business Partner (Outward) - Person Specification

<i><b>What are we looking for?</b></i>		<i><b>How will we check if you have it?</b></i>
Experience	<ul style="list-style-type: none"> <li>• CCAB accounting qualification or finalist with substantial experience</li> </ul>	Application form, documentary evidence
	<ul style="list-style-type: none"> <li>• Experience of producing periodic management accounts. (Essential)</li> </ul>	Application form, interview, test
	<ul style="list-style-type: none"> <li>• Analytical appraisal of operational performance (Essential)</li> </ul>	Application form, interview, test
	<ul style="list-style-type: none"> <li>• Experience of developing management accounts reporting to support operational decision making (Essential)</li> </ul>	Application form, interview
	<ul style="list-style-type: none"> <li>• Experience of developing and implementing improvements to the financial processes and reporting (Desirable)</li> </ul>	Application form, interview
	<ul style="list-style-type: none"> <li>• Experience of budget setting, forecasting and interpretation of financial performance (Essential)</li> </ul>	Application form, interview, test
	<ul style="list-style-type: none"> <li>• A good understanding of how accounting ledgers work (Essential)</li> </ul>	Application form, interview
	<ul style="list-style-type: none"> <li>• Experience of preparing statutory accounts and account reconciliations (Desirable)</li> </ul>	Application form, interview
	<ul style="list-style-type: none"> <li>• Experience of performance reporting and report writing (Essential)</li> </ul>	Application form, interview
	<ul style="list-style-type: none"> <li>• Working with a care and support provider (Desirable) and / or a supported housing management provider</li> </ul>	Application form, interview
	<ul style="list-style-type: none"> <li>• Organised approach with the ability to work flexibly to ensure deadlines and timescales are met.</li> </ul>	Application form, interview
	<ul style="list-style-type: none"> <li>• Experience of Microsoft Office, advanced Excel (Essential)</li> </ul>	Application form, interview, test
	<ul style="list-style-type: none"> <li>• Experience of using computerised accounting packages (Essential) &amp; SUN (Desirable)</li> </ul>	Application form
	<ul style="list-style-type: none"> <li>• Understanding of how diversity is important for an employer like Newlon</li> </ul>	Application form, Interview

<b><i>What are we looking for?</i></b>		<b><i>How will we check if you have it?</i></b>
Core Competencies	Planning and Organising – being able to prioritise work to meet deadlines	Application form, interview,
	Financial and numeric awareness – having the ability to use and interpret financial information	Application form, interview, test
	Communication – being able to communicate in a clear and understandable way using appropriately non-technical language	Application form, interview, test
	Customer Focus – being able to provide timely and accurate information to help manage customer expectations	Application form, interview,