



Person Specification

JOB TITLE: FINANCE SYSTEMS ANALYST

BAND: 5

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Minimum of 5 GCSE's Grades A-C (9-4) including maths and English or equivalent	<ul style="list-style-type: none">• Association of Accounting Technicians (AAT) Level 3• Working towards an Accountancy/Business Qualification
Experience	<ul style="list-style-type: none">• Experience/background in working with finance systems• Experienced user of MS Excel	<ul style="list-style-type: none">• An understanding of the impact of other finance sections on the financial reports and of accounting procedures within the NHS
Knowledge	<ul style="list-style-type: none">• Ability to organise and prioritise• Ability to work to strict timetables• Able to investigate and find solutions to problems• Ability to deal with users in a sensitive and diplomatic way	<ul style="list-style-type: none">• Working knowledge of Unit4 ERP/ Agresso finance system• Knowledge of financial and accounting procedures



	<ul style="list-style-type: none">• Good written and communication skills• Ability to work both individually and as part of a team	
Personal Skills	<ul style="list-style-type: none">• Open/Reflective/Warm• Enthusiastic and self-aware• Creative and Flexible• Team focussed• Reliable, Adaptable and Dependable	<ul style="list-style-type: none">•
Other	<ul style="list-style-type: none">•	<ul style="list-style-type: none">•