

SOUTH DERBYSHIRE DISTRICT COUNCIL - PERSON SPECIFICATION

Directorate: Resources & Transformation	Service: Finance Services	Job Title: Finance Business Partner
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Qualifications, Professional Membership, Technical Skills

ESSENTIAL	DESIRABLE	HOW ASSESSED
Attainment of AAT (or equivalent)	Working towards professional membership (ACCA or equivalent)	Application form Certificates Interview
Knowledge and experience of working in a Finance Department and in a similar role.		Application form Interview Test
Knowledge and experience of working with finance software and Microsoft Office eg Agresso, Excel		Application form Interview Test
Ability to plan and prioritise effectively, ensuring targets and deadlines are achieved under pressure		Interview
Ability to interpret financial data and simplify findings to non-financial managers		Application form Interview
Good communication, written communication and interpersonal skills	Ability to liaise confidently with all levels of management	Application form Interview

Competency	Essential	Desirable	How Assessed
Achieving Results	Sets and achieves own standards and contributes towards the Council's key objectives. Completes work on time and to a high standard.		Application Form Interview
Communication	Communicates clearly and ensures that both written and verbal communication is clear and concise Listens attentively to others and asks appropriate questions to gain an understanding of the issue under discussion		Application Form Interview
Creative Thinking	Is open minded when presented with a new perspective and questions existing approach but is also acceptable to a new approach.		Interview
Customer Focus	Understanding and commitment to principles of customer care and quality service.		Application Form Interview
Decision Making and Problem Solving	Ability to think laterally, to difficult and sensitive problems, to be innovative and action orientated.		Interview

Decision Making and Problem Solving	Demonstrate the ability to undertake appropriate risk assessments and options appraisals to ensure decisions are proportionate to the factors involved.		Interview
Making Change Work	Understands and explains the reasons for change and accepts and actively supports change within the Council.	Ability to cope with ambiguity and change and maintain calmness under pressure.	Application Form Interview
Managing Resources, Projects & Processes	Takes personal responsibility and plans day-to-day activities logically.	Experience and ability in business planning and performance management.	Application Form Interview
Organisational Awareness & Commitment	Ability to follow rules and regulations, policies and procedures.	Experience of working in an environment which has a politically influenced decision making structure.	Application Form Interview
Working Relationships	Maintains current relations and strengthens these relationships both within finance and the wider Council structure.	Able to demonstrate political sensitivity and the ability to develop and maintain positive working relationships with Elected Members, employees and the wider community	Interview
Equal Opportunities and Fairness	Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or employment.		Interview

Date Issued: September 2024

Issued by: Head of Finance & Performance