

## PERSON SPECIFICATION

<b>Job Title:</b> Transactional Finance Team Leader  <b>Service:</b> Finance	<b>Post No:</b>  <b>Section:</b> Transactional Finance	<b>Hoople Band:</b> Band C  <b>Location:</b>
All candidates will be considered on their ability to meet the requirements of the person specification		
	<b>Essential criteria</b>	<b>Method of Assessment *</b>
<b>Experience</b>	<p>Significant experience of computerised systems including databases and working in a transactional routine environment</p> <p>Experience of operating in a customer-focused environment, able to work collaboratively with customers and stakeholders, influencing and directing to ensure required inputs are provided promptly and accurately.</p> <p>Experience of recruiting, managing and developing staff, motivating and ensuring they prioritise work tasks to the highest standards.</p> <p>Experience of delivering performance targets, their definition and monitoring.</p> <p>Knowledge of quality assurance and performance</p>	<p>Application</p> <p>Interview</p> <p>Application</p> <p>Interview</p> <p>Interview</p>
<b>Skills and Abilities</b> <i>Including personal attributes</i>	<p>Excellent ICT skills including a good working knowledge of the Microsoft suite of applications and finance systems.</p> <p>Demonstrable organisational skills to deliver priorities and work to multiple deadlines</p> <p>Excellent written and oral communication skills including presentation and financial report writing.</p> <p>Understanding of and commitment to both the Data Protection and Freedom of Information Acts.</p> <p>Ability to explain, guide and communicate financial and social care payment issues to a variety of customer and partner.</p> <p>Excellent team player with strong leadership and motivational skills, experience of managing, supporting and supervising members of staff.</p> <p>Strong ability to analyse and assimilate information, producing appropriate reports from that information.</p>	<p>Application</p> <p>Interview</p> <p>Application/ Interview</p> <p>Interview</p> <p>Interview</p> <p>Application/ Interview</p> <p>Interview</p>
<b>Qualifications and Training</b> <i>Including professional qualifications</i>	<p>5 GCSEs including English and mathematics</p> <p>Enthusiasm to develop management expertise by undertaking appropriate training and qualifications, if not already suitably qualified</p>	<p>Application</p> <p>Interview</p>

<b>Other Factors</b> e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, ability to travel around county etc.	Able to work under broad direction. Full accountability for own work receiving assignments in the form of objectives. Work is often self initiated in line with overall work plan.	Interview
	Willingness and ability to work hours flexibly, as may be demanded by the programme schedule, from time to time.	Interview
	To demonstrate a commitment to Hoople's vision and values and evidence this through working practices and professional attitude	Interview
<b>Other information:</b> This job description covers the main duties and responsibilities of the job. Other activities commensurate with this job description may from time to time be undertaken by the post holder.		

<b>Manager Signature:</b>		<b>Date:</b>	
<b>Manager Name:</b>		<b>Job title:</b>	

\*Method of Assessment: AF = Application Form; I = Interview; S Selection Method; P = Presentation

Date Person Specification last reviewed