

THE SHREWSBURY AND TELFORD HOSPITAL
NHS TRUST

PERSON SPECIFICATION

Job Title: ▪ Finance Analyst

	Essential	Desirable
General Educational Qualifications	<ul style="list-style-type: none"> ▪ Computer skills (excel & word) 	<ul style="list-style-type: none"> ▪ Driving licence ▪ European Computer Driving Licence
Professional/Technical Qualifications	<ul style="list-style-type: none"> ▪ AAT Intermediate 	
Work Experience	<ul style="list-style-type: none"> ▪ Experience in a range of accounting areas 	<ul style="list-style-type: none"> • NHS experience
Knowledge	<ul style="list-style-type: none"> ▪ Reconciliation of budgets ▪ IT systems ▪ Coding ▪ Costing ▪ Accruals ▪ Journals 	<ul style="list-style-type: none"> ▪ Working knowledge of financial software
Skills	<ul style="list-style-type: none"> ▪ Communicate complex financial information to Departmental managers ▪ Investigate financial data and resolve financial issues ▪ Design financial spreadsheets ▪ Able to plan own work, as managed not supervised ▪ Accuracy required when inputting & calculating information ▪ Keyboard skills ▪ Ability to prioritise tasks & work to deadlines ▪ Work effectively within a team environment 	
Other requirements not covered	<ul style="list-style-type: none"> ▪ Required to work long periods on VDU 	<ul style="list-style-type: none"> ▪ Car user as cross site working is required

Person Specification sign-off

Manager

Name

Signature

Date