



South Tyneside Council

BUSINESS AND RESOURCES

PERSON SPECIFICATION

POST TITLE: Senior Finance Advisor

GRADE: Band 9

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> C.C.A.B. qualified with relevant post qualification experience 	<ul style="list-style-type: none"> Evidence of post qualification training and development 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Substantial experience of budget management, budget setting and accounts closedown in a comparable organisation Substantial experience of strategic financial management Experience of communicating effectively both written and verbal to a wide range of audiences both internally and externally to achieve corporate and service objectives of a comparable organisation Experience of delivering services to external customers through Service Level Agreements Experience of participating effectively in multi-disciplinary groups to achieve desired outcomes 	<ul style="list-style-type: none"> Experience of school funding and education finance Experience of developing and maintaining financial systems Experience of working effectively with elected members and schools Experience of exploiting new opportunities, leading and managing change in a multi-disciplined organisation to achieve desired outcomes Experience of managing and leading a team 	<ul style="list-style-type: none"> Application form Interview References Presentation
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> An excellent understanding of the legislative frameworks relevant to a local authority finance service Evidence of sound technical accounting knowledge relevant to local Government Able to identify and exploit potential income streams 		<ul style="list-style-type: none"> Interview References Presentation

	<ul style="list-style-type: none"> • Able to develop practical and creative solutions to the management of corporate and strategic issues • Able to identify, lead and drive change to meet the changing needs of the service both internal and external to the finance team • Excellent organisational skills • Excellent ICT skills, particularly Excel • A clear understanding of equality and diversity in employment and service delivery within a large and complex organisation 		
Disposition	<ul style="list-style-type: none"> • Able to establish and develop positive relationships with senior officers and employees of all levels and any partner that generates confidence and collaborative working • Able to manage competing priorities whilst under pressure and ensuring deadlines are met • Able to lead, persuade, motivate, inspire and empower others • Flexible approach to work • Committed to the principles of equality and diversity 		<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Full current driving licence or access to a means of mobility support • Willing to work outside of normal office hours • Baseline security clearance 		<ul style="list-style-type: none"> • Application form • Interview • Basic check