

## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:** Finance Business Systems Analyst

**Department:** Finance

	Essential	Desirable	Tested by Application Form/Interview/Test
<p><b>Knowledge, Education, Qualifications and Training</b></p> <p>Graduate degree or equivalent experience</p> <p>1st and 2nd level support to users of Unit 4 Business World</p>	<p>Y</p> <p>Y</p>		<p>Application Form</p> <p>Application form &amp; Interview</p>
<p><b>Skills and Abilities</b></p> <p>Demonstrable skills in collecting, reviewing, analysing, and interpreting data and ability to assess data quality</p> <p>Must have a flexible approach to work and be able to take on new tasks, ad hoc projects etc. as and when required</p> <p>A proactive approach to learning new skills and understanding the importance of completing tasks</p> <p>Well developed analytical and complex problem solving skills</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		<p>Application form &amp; Interview</p> <p>Interview</p> <p>Interview</p> <p>Application form &amp; Interview</p>
<p><b>Experience</b></p> <p>Experience of contributing to the successful implementation or development of Finance Business Systems</p> <p>Experience of liaising with third party suppliers and consultants</p> <p>Good communicator with an ability to engage professionally with all levels of staff within the College and individuals external to the institution.</p> <p>Excellent team working skills</p> <p>Training users in the effective use of the system</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		<p>Application form &amp; Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application form &amp; Interview</p>

<b>Other requirements</b> Confident personality, able to communicate technical information to a wide range of staff, within and outside the Finance Department Enthusiastic application to any required tasks Experience of working in the HE sector Experience of Report Writing and SQL	Y Y	Y Y	Interview Application Form Application Form