**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Job title** | Finance Systems Analyst | |
|  | | |
| **Personal effectiveness** | Essential | Desirable |
| * Customer focused approach to both internal and external customers * Ability to work as part of a team, demonstrating support to other team members and other teams * Good written and oral communication skills * Ability to work self-guided & under pressure and meet deadlines * Good problem solving skills and desire to innovate and ensure continuous improvement * Solving complex problems and implementing change. * Data entry and collating management information with attention to detail. |  |
|  |  |  |
| **Technical effectiveness** | Essential | Desirable |
| * Advanced Microsoft office skills. * Knowledge of a range of Finance applications * ITIL v4 foundation certificate holder or willing and able to qualify within six month of appointment. | * Business Analysis skills and requirement generation * Knowledge of Testing and Release Management * Programming / development skills * Skills of working with business support applications (Finance and HR) e.g. Infor SunSystems v6.4, Infor BI v12, Medius application, iTrent, SAP Business Objects |
|  |  |  |
| **Acquired experience & qualifications** | Essential | Desirable |
| * Experience of delivering customer service / application support in a range of fast moving environments * Experience within a large organisation * Experience within a commercial (profit making) organisation. | * Good degree level education * BCS Business Analysis Foundation Certificates (Business Analysis, Business Change and Commercial Awareness) * Project Management skills * Graduate * AAT |
|  |  |  |
| **Other requirements** | Essential | Desirable |
| n/a | n/a |