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| **Attributes** | Essential | **Desirable** | **How identified** |
| **1. Knowledge and skills (including any relevant or required qualifications**)  | Educated to GCSE standard or equivalent – minimum A\*-C in English and Maths. Level 4 qualification in accountancy, business or finance (e.g. AAT advanced diploma) or evidence to work to that level Knowledge of and ability to set, monitor, report on and control budgets.Knowledge of and ability to work competently in PL, CB, SL and NLExcellent organisational and interpersonal skillsExcellent numeracy and literacy skills and report writingSkilled in the use of IT applications, E.g. excel, word, access, effective use of email (Outlook)Ability to manage and work as part of a team | Qualified or part-qualified accountantKnowledge of financial reporting to EFA and Companies HouseKnowledge and understanding of charitable status  | Application FormInterview |
| **2. Personal Development and Additional Learning** | Excellent interpersonal skills and the ability to develop an effective team working with colleagues and external agenciesWilling to participate in further training and development activities Shows commitment to own and others professional and self development  |  | Application FormInterviewReferences |
| **3. Experience** | Experience in setting, monitoring and controlling budgetsExperience of using a recognised commercial accounts package (eg. Sage) Experience of working in a busy office environmentExperience of using ICT systems for management of financial informationExperience of working within a team | Experience of financial management and budget monitoring in an academy school or similar.Experience of using Corero/Civica Resource finance package.Experience of writing financial reportsExperience of managing staff.Experience of audit and audit expectations. | Application FormSelection Process |
| 4. Initiative   | Ability to prioritise work and planning to meet deadlinesAbility to work under pressure |  | Application FormSelection ProcessReferences |
| 5. Circumstances  | Knowledge and understanding of safeguarding in schoolsUnderstands the importance of confidentiality and working in a discreet manner where appropriateFlexible approach to work (e.g in the holidays) or additional time if demand dictates. |  | Application formInterview |