

Person Specification

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| Job Title: Assistant Accountant | Grade: 5 |
| Department: Finance | Hours: Full time all year round. |
| Location: Whitley Academy | |

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| Educational | <ul style="list-style-type: none"> • AAT qualified and studying towards CIMA or equivalent, and / or significant experience in this field. • Sound general educational sufficient to meet the operational requirements of the post with a minimum GCSE (grade A* - C) or equivalent in English and Maths. |
| Experience | <ul style="list-style-type: none"> • P S Financials or other financial accounting system. • Previous significant experience of working in a finance function. • Budgeting and forecasting. • Accounts payable processing. • Dealing and working with auditors. • Performing month end procedures including accruals and repayments. • Monthly reporting. |
| Skills | <ul style="list-style-type: none"> • Customer focused. • A team player willing to cover for colleagues when required. • Committed to meeting deadlines. • Keen to develop and expand accounting skills and knowledge. • Intermediate Excel skills and proficient in MS Office applications. • Able to work across all schools within the Academy |
| Ability | <ul style="list-style-type: none"> • Communicate clearly, simply and confidently, orally and in writing. • Establish trust and confidence with internal and external customers. • Handle challenging situations and difficult customers in a calm and professional manner. • Appreciate when to seek advice from colleagues. • Work under pressure, prioritise effectively, meet deadlines and achieve targets. • Work on your own initiative and as a member of a team. • Develop your own knowledge and skills. |
| Commitment | <ul style="list-style-type: none"> • An awareness of, and complying with, policies and procedures in relation to Safeguarding, Health and safety, Confidentiality and Data Protection. • Contributing to school life and building effective relationships with all members of the school community. • Undertaking professional development relevant to the post. • Developing professional skills and knowledge through induction and continuing professional Development. |

ESSENTIAL CHARACTERISTICS FOR A WHITLEY ACADEMY STAFF MEMBER.....

- Resilient
- Passionate about all young people's learning and having the chance to learn.
- Enthusiasm for teaching and learning
- Positive outlook
- Team Player
- Advocacy for Whitley students and its community.

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| Special Requirements | We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. This post is exempt under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). |
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Date Reviewed: MAY **2017**