

Person Specification

Essential	Desirable
Degree or equivalent qualification	Relevant accounting qualification
5 GCSE passes – or equivalent one of which must be mathematics	Qualification in School business Management
Experience	
Evidence of regular, relevant and recent personal development	Evidence of completion of formal training in: Microsoft Products Sage
Experience of managing /completing accounting processes through to monthly reports	Experience of completing year end accounts
Significant experience of working with accounting software e.g. Sage/FMS/PS Financials	Experience of working in a school environment
Experience of building tracking and monitoring budgets including significant staffing elements	Experience of using Orovia budgeting tools
Experience of using Microsoft Office products to a high level	Project management
Experience of working with external professional organisations e.g. solicitors, accountants, funding agencies	Experience of auditing/Quality assurance
Experience of working with a variety of business units/disciplines	
Experience of managing and developing teams	
Knowledge, skills and abilities	
A Clear understanding of accounting principles	
Clear knowledge of effective financial procedures and controls	
The ability to empathise with the culture and ethos of a school environment	
Good communication skills at all levels	
Confident when responding to difficult situations	
Ability to maintain a supportive working relationship with Principals/Trustees/Staff	
Accuracy and attention to detail	
Methodical and tenacious	
Excellent analytical skills	
Personal Qualities	
Suitability to work with children and young people together with a basic understanding of child protection issues	
Prepared to work across a number of sites and interact with a wide range of staff including those from outside the Trust	
A clear commitment to ensure that the job gets done	
A presence and strength of character that promotes a positive work ethos and pride in a job well done	
Self Motivated and able to work on own initiative	
Desire to learn and take on new challenges	