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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 NL  Excellent organisational and interpersonal skills  Excellent numeracy and literacy skills and report writing  Skilled 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 accountant  Knowledge of financial reporting to EFA and Companies House  Knowledge and understanding of charitable status | Application Form  Interview |
| **2. Personal Development and Additional Learning** | Excellent interpersonal skills and the ability to develop an effective team working with colleagues and external agencies  Willing to participate in further training and development activities  Shows commitment to own and others professional and self development |  | Application Form  Interview  References |
| **3. Experience** | Experience in setting, monitoring and controlling budgets  Experience of using a recognised commercial accounts package (eg. Sage)  Experience of working in a busy office environment  Experience of using ICT systems for management of financial information  Experience 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 reports  Experience of managing staff.  Experience of audit and audit expectations. | Application Form  Selection Process |
| 4. Initiative | Ability to prioritise work and planning to meet deadlines Ability to work under pressure |  | Application Form  Selection Process  References |
| 5. Circumstances | Knowledge and understanding of safeguarding in schools  Understands the importance of confidentiality and working in a discreet manner where appropriate  Flexible approach to work (e.g in the holidays) or additional time if demand dictates. |  | Application form  Interview |