**PERSON SPECIFICATION**

| **Job Title:** | Finance and Payroll Manager |
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| **Grade:** | Grade H, SCP 29-33 |

|  | **Essential / Desirable** |
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| **Qualifications** |
| 5 GCSE’s (grade 4 or above) including Maths and English (or equivalent) | E |
| AAT Level 4 (or equivalent) | E |
| Evidence of continued professional development | E |
| **Expertise / Knowledge** |
| Experience of processing finance transactions and completing reconciliations | E |
| Detailed understanding of finance policies and procedures relating to good financial management | E |
| Experience of producing monthly management accounts | E |
| Experience of working in a customer focused setting | E |
| Experience of working with a range of IT systems and finance software | E |
| Experience of providing professional advice both verbally and written | E |
| Experience of prioritising tasks and working towards defined deadlines | E |
| Experience of producing work to a high standard and having excellent attention to detail | E |
| Knowledge and experience of payroll and pensions administration | D |
| Working knowledge of the ESFA Academy Trust Handbook | D |
| **Skills, Abilities and Attributes** |
| Excellent interpersonal skills with the ability to communicate effectively and efficiently with a wide variety of people at all levels | E |
| The ability to work as part of a wider trust team at an operational level whilst remaining professionally balanced and focused | E |
| Self motivated and resilient with the ability to produce high quality work | E |
| Ability and willingness to travel to different sites across the trust | E |