

**Person Specification: Assistant Finance Manager**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ESSENTIAL | | | DESIRABLE | |
|  | **Criteria No.** | ATTRIBUTE | **Criteria**  **No.** | ATTRIBUTE |
| **Qualifications & Education** | E1 | AAT Level 3 qualification or substantial financial experience in a relevant setting | D1 |  |
|  |  |  |  | Willingness to engage in further professional development to secure relevant qualifications |
| **Experience & Knowledge** | E2 | Experience of managing significant financial resources with a strong appreciation of relevant regulatory frameworks | D2 | Evidence of relevant CPD |
| E3 | A minimum of 3 years’ experience of working in a relevant field. | D3 | Knowledge of current developments in the education sector, particularly relating to academies  Experience of governance within an academy context |
| E4 | Highly competent in the use of the Microsoft Office packages, particularly excel |  | Experience of working in a school in a finance function. |
| E5 | Experience in the line management of staff |  |  |
| E6 | Experience of year end accounting and the production of accurate annual accounts |  |  |
| E7 | Experience of working with computerised accounting packages |  |  |
| E8 | Experience of financial reporting, completing financial returns etc. |  |  |
| E9 | Knowledge of Data Protection requirements and understanding of confidentiality |  |  |
| E10 | Proven ability to plan, implement and deliver large scale projects |  |  |
| E11 | Proven ability to undertake effective research in order to establish best value |  |  |
| E12 | Experience of capital accounting and the management of fixed assets |  |  |
| E13 | Experience of internal and external audit and of developing robust, audit compliant internal controls |  |  |
| Skills | E14 | Ability to present often complex information in a logical and systematic manner and to interpret figures with skill and understanding |  |  |
| E15 | Ability to work successfully as part of a team and to prioritise own work load with minimum supervision |  |  |
| E16 | Ability to communicate well, both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports. |  |  |
| E17 | Good networking skills and the ability to communicate and forge links with stakeholders |  |  |
| E18 | Awareness and commitment to safeguarding and welfare of children and young people |  |  |
| E19 | Ability to motivate team members |  |  |
| **Personal**  **Attributes** | E20 | Capacity to work hard under pressure to tight deadlines on a number of different projects |  |  |
| E21 | Willing to participate in development and training opportunities |  |  |
| E22 | High level of personal integrity and confidentiality |  |  |
| E23 | Ability to accept responsibility and use initiative |  |  |
| E24 | Ability to act as an ambassador for the academy / Trust and proactively raise its profile |  |  |
| **Special Requirements** | E25 | Suitable to work with children/young people |  |  |
| E26 | Commitment to the Catholic ethos and aims of the MAT |  |  |
| E27 | Ability to travel regularly between schools within the MAT as and when required |  |  |
| E28 | Ability to attend evening meetings as and when required |  |  |