

Trust Financial Accountant (Ely College and Hub)

PERSON SPECIFICATION

Scale:	
Hours:	37 hours per week
Weeks:	Full Time / 52 weeks
Responsible to:	Director of Finance; Academy Principal(s)
Responsible for:	Finance Officer and other team members

Essential Criteria	Desirable Criteria
Qualifications	
Degree or equivalent qualification	Relevant accounting qualification
	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 HCSS or 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	
Accurancy 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	
Pareparedness 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	

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service (DBS).