

# Brentwood Academies Trust



## Person Specification

**POST: FINANCE OFFICER**

**DATE: 4.12.17**

### Recruitment and Selection Policy Statement

The Governing Body is committed to safeguarding our students against radicalisation and extremism and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

CRITERIA	STANDARD	E/D	MEASURED BY
Experience	Previous experience in a similar role	E	Application form
	Currently working in a school	E	Application form
	To have AAT qualification or similar	E	Application form
	To have evidence of continuing and recent professional development relevant to the post	D	Application form/Interview
	Multi-academy trust experience	D	Application form/Interview
	VAT experience	D	Application form/Interview
	Understanding of Financial Regulations and internal control procedures	D	Application form/Interview
	Accounting experience – general	E	Application form/Interview
	Accounting experience – Audit/Audited Accounts/Annual Accounts	D	Application form/Interview
	Not for profit sector/Charities Commission/SORP experience	D	Application form/Interview
Skills	Ability to communicate clearly and sensitively in writing and orally to a variety of audiences	E	Application form/Interview
	Ability to produce accurate work to tight deadlines under pressure	E	Application form/ Interview
	Good organisational skills; able to manage own time effectively	E	Application form/ Interview
Knowledge	Good to excellent IT skills, accounting/financial software	E	Application form/ Interview