



## PERSON SPECIFICATION

<b>Post title:</b>	Finance Business Partner
<b>Academy:</b>	Laidlaw Schools Trust Central Team
<b>Reporting to:</b>	CFO
<b>Salary/pay range:</b>	NJC PO4 Scale point 35 – 38 (£46,142 - £49,282)
<b>Hours of work:</b>	Full-time, 37 hours per week

The successful candidate will meet the criteria detailed within this person specification. The listed criteria will form the basis of the selection process. Applicants should address all elements of the person specification, indicating experience and where appropriate, citing supporting examples within their application.

Qualifications & training	Essential	Desirable	How identified
GCSE Grade C or higher in Maths and English.	X		
A recognised accountancy qualification (e.g. AAT Level 4) or equivalent relevant financial experience.	X		
Part-qualified or fully qualified accountant (e.g. CIMA, ACCA, CIPFA).		X	
A relevant qualification or experience working in school/academy finance, public sector finance or charity accounting role.		X	
Evidence of relevant continuous professional development.	X		
Personal attributes	Essential	Desirable	How identified
Are highly <b>ambitious</b> for self and organisational growth.	X		Application Interview Task
Are <b>brave</b> in leadership decision making, being innovative and forging new paths.	X		
Are <b>curious</b> to identify solutions based on rigorous evidence and research.	X		
Are <b>determined</b> to overcome obstacles and resilient in the face of challenge.	X		
Are open minded to bringing about <b>extraordinary</b> change which may challenge the norm.	X		
Are <b>fast</b> and nimble to address emerging needs and underperformance.	X		
Are <b>good</b> , moral, truthful and treat others with respect.	X		

Knowledge & experience	Essential	Desirable	How identified
Significant experience working in a finance role with responsibility for budgeting, monitoring, forecasting, and financial reporting.	X		Application Interview Task
Experience producing management accounts, variance analysis and reconciliations.	X		
Experience of balance sheet reconciliations, payroll oversight, and statutory financial returns (e.g., VAT).	X		
Experience working to strict deadlines within a fast-paced environment, managing conflicting priorities.	X		
Experience supporting non-finance colleagues in understanding financial information and making informed decisions.	X		
Experience maintaining strong financial controls and ensuring compliance with policies/procedures.	X		
Experience handling multiple communication channels and responding effectively to changing demands at short notice.	X		
Experience working within a Multi-Academy Trust, education setting, local government, or public sector organisation.		X	
Experience supporting payroll processes or staffing /ICFP planning.		X	
Experience contributing to process improvements or system developments.		X	
Strong understanding of financial principles, accounting processes, and month-end procedures.	X		
Good working knowledge of budgeting, forecasting and financial analysis techniques.	X		
Understanding of internal controls, audit requirements, and compliance expectations.	X		
Knowledge of procurement regulations and value-for-money principles.	X		
Knowledge of the Academies Trust Handbook, Academies Accounts direction and DfE reporting requirements.		X	
Skills	Essential	Desirable	How identified
Excellent numerical, analytical and problem-solving skills.	X		Application Interview Task
High degree of accuracy and attention to detail, with the ability to interpret complex financial data.	X		
Strong organisational and time-management skills, with the ability to meet tight deadlines.	X		
Ability to manage multiple priorities simultaneously and work effectively under pressure.	X		
Strong interpersonal and relationship-building skills, with the ability to influence and challenge appropriately.	X		

Proficiency in Microsoft Excel, including use of spreadsheets for financial modelling/analysis.	X		
Ability to work both independently and as part of a collaborative team.	X		
Ability to travel across Trust sites when required.	X		
Strong report-writing skills for financial and non-financial audiences.		X	
Experience using finance systems relevant to the education sector (e.g. PS Financials, Sage, Civica, etc.).		X	
Professional, proactive and solutions-focused approach.	X		
Commitment to delivering high-quality service to academies and shared services.	X		
Resilient, adaptable, and comfortable working in a changing environment.	X		
Commitment to confidentiality, integrity and ethical financial management.	X		
Willingness to support colleagues and share best practice across the team.	X		
Equal opportunities	Essential	Desirable	How identified
Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equality, Diversity & Inclusion policies and practices as they relate to employment issues and to the delivery of services to the community	X		Application Interview Task
Committed to equal opportunities policies relating to gender, race and disability in an educational context	X		
Safeguarding	Essential	Desirable	How identified
Committed to the protection and safeguarding of children and young people	X		Application Interview Task
Demonstrates up-to-date knowledge of relevant legislation and guidance in relation to working with young people		X	