**Northern Education Trust**

Post: Management Accountant

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** |
| --- | --- | --- | --- |
| **No** | **Categories** | **Essential / Desirable** | **App Form** | **Interview / Task** |
| **QUALIFICATIONS** |
| 1. | 5 GCSEs (incl. Maths and English Grade C or above) | E | ✓ |  |
| 2. | Relevant finance qualification i.e. Association of Accounting Technicians or CIPFA: Academies Financial Reporting. | E | ✓ |  |
| 3. | Chartered Accountancy Professional Body full membership (e.g. CIMA/ICAEW/ACCA) | D | ✓ |  |
| 4. | Evidence of continuous professional development and training | E | ✓ | ✓ |
| **EXPERIENCE** |
| 5. | Experience of preparation of management and annual accounts, cashflow and other management information | E | ✓ | ✓ |
| 6. | Education / Academy sector experience | D | ✓ | ✓ |
| 7. | Supervision or management experience in terms of deputising upwards, managing relationships, decision making and working with Trustees / Governors and Committees | E | ✓ | ✓ |
| 8. | Experience of supervising and developing staff including participation in effective performance reviews and continuous service reviews | E | ✓ | ✓ |
| 9. | Experience of playing a role in both internal and external audits | E | ✓ | ✓ |
| 10. | Experience of supporting in the drafting of medium term budgets, challenging VfM and playing a role in providing solutions to provide financial stability and on-going viability. | E | ✓ | ✓ |
| 11. | Evidence of payroll, HMRC and other external agencies to ensure relevant pension and tax contributions are being made correctly | D | ✓ | ✓ |
| **ABILITIES, SKILLS AND KNOWLEDGE** |
| 12. | Sound written and verbal communication skills | E | ✓ | ✓ |
| 13. | Good organisational skills | E | ✓ | ✓ |
| 14. | ICT literate with a working ability to use key IT software to present work to a high standard | E | ✓ | ✓ |
| 15. | Ability to build effective working relationships with colleagues and external partners at all levels | E | ✓ | ✓ |
| 16. | Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector | D | ✓ | ✓ |
| 17. | Understanding of Education Funding, Policy, Regulation and Compliance requirements | D | ✓ | ✓ |
| 18. | Ability to maintain strict confidentiality in all matters | E | ✓ | ✓ |
| 19. | Ability to begin to command confidence and credibility | E | ✓ | ✓ |
| **PERSONAL QUALITIES** |
| 20. | A strong commitment to both Trust values and ethos plus own professional conduct and ethics | E | ✓ | ✓ |
| 21. | Commitment to support the Trust’s agenda for safeguarding and equality and diversity | E | ✓ | ✓ |
| 22. | Ability to travel and work outside of core hours if necessary | E | ✓ | ✓ |
| 23. | High attention to detail and accuracy | E | ✓ | ✓ |

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.