



PERSON SPECIFICATION – Management Accountant

	Essential	Desirable	Recruiting Method
Education and Training	<p>Good general education; minimum 5 GCSEs grade A*-C (or equivalent) including English</p> <p>Accounting Technician qualification Level 4</p>		<p>Application</p> <p>Certificates</p>
Skills and Experience	<p>Recent experience and knowledge of operating accounting packages and spreadsheets.</p> <p>Recent accounting experience in preparing and explaining management accounts.</p> <p>Experience of developing and providing financial management information.</p> <p>Ability to work on own initiative within Trust protocols & procedures</p> <p>Excellent written and oral communication skills</p> <p>Good organisation and time management skills.</p> <p>Experience of working to and meeting tight deadlines.</p> <p>Ability to work as part of a team.</p> <p>Ability to maintain a professional and positive manner at all times.</p> <p>Experience of working in a busy office environment, with many competing priorities</p>	<p>Recent experience in a schools setting.</p> <p>Familiar with ESFA requirements</p> <p>Knowledge and understanding of legislation relating to the safeguarding and protection of children</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
Behaviours and Values	<p>Dependable, committed and adaptable, with a flexible approach to work</p> <p>Ability to work collaboratively with colleagues</p> <p>Ability to work outside of core hours when required</p>		<p>Application</p> <p>Interview</p> <p>Assessment</p>

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.