

# Person Specification

## Trust Accountant/CFO

### Essential Criteria

#### Qualifications & Experience

- Full or part (ongoing) Professional Qualification, ACCA, CIMA, CIPFA or equivalent

#### Experience

- The ability to interpret, advise and negotiate with managers on a diverse range of financial issues
- Proven Experience of delivery of a wide range of financial services
- Proven ability to interpret and provide advice to managers on a diverse range of finance issues (e.g. budgets, spending, forecasts)
- Experience of successfully leading a team
- Excellent written and verbal communication skills
- Substantial experience of preparing management accounts and producing Trust wide consolidated accounting reports.
- Experience of providing financial accounts for audit.
- Proficient in the use of Excel and able to demonstrate that you have used excel to maximise efficiency and improve productivity.
- Responsible for contributing to best practice in terms of financial governance, ensuring probity and legislative compliance of all transactions, and the integrity and suitability of all control mechanisms (audit and risk management).

#### Other Competencies & Skills Required

- Personal Qualities A flexible 'can-do' approach, tactful and professional, excellent communication and presentation skills. Proactive, innovative and constantly looking for improved ways of working
- Build and maintain productive and effective working relationships with key partners through regular communication (e.g. funding and other external agencies, audit and risk assurance committee, etc )
- Committed to and working towards an outstanding education for children and young people in our schools, taking appropriate action to ensure that team members do likewise.

#### Knowledge

- Good knowledge and understanding of the funding arrangements and VAT regulations for academies

## Desirable Criteria

### Knowledge

- Excellent management accounting skills and technical systems experience within the education sector.
- Experience of school-based accounting systems.
- Some experience of successfully managing a team

### Qualifications & Experience

- Educated to Degree Level or equivalent
- Substantial experience of preparing budgets or financial accounts in a large organisation
- Experience of education sector

