



Person Specification: Trust Accountant

April 2023

Attributes	Essential	Desirable	How Identified
<p>Knowledge and Skills, Qualifications/Training/Competences Including any relevant or required qualifications</p>	<p>Qualified or part-qualified accountant or AAT Level 4 Advanced Diploma. Educated to GCSE standard or equivalent with a minimum A-C in English and Maths. Knowledge of and ability to set, revise and flex budgets of over £1 million in a medium sized organisation of over 30 staff. Ability to perform account reconciliations and identify and resolve routine errors. Ability to produce and interpret finance reports e.g. monthly management accounts accurately and within strict deadlines. Ability to identify and make periodic accounting adjustments such as pre-payments, accruals, deferred income and accrued income. Knowledge of the principles and application of Best Value, Value for Money and propriety and probity in the public sector. Excellent numeracy and literacy. Ability to work as part of a team.</p>	<p>Knowledge of financial reporting and making statutory returns to funding bodies and regulators e.g. ESFA, Companies House etc.</p>	<ul style="list-style-type: none"> • Application form • Interview
<p>Personal Development and Additional Learning</p>	<p>Excellent interpersonal skills and the ability to develop and liaise with colleagues and external agencies.</p>		<ul style="list-style-type: none"> • Application form • Interview • References

	Show a commitment to the professional development of self and other team members.		
Experience	<p>Experience in setting, monitoring and reporting on budgets in a medium sized organisation with a turnover of over £1 million.</p> <p>Experience of financial management and budget monitoring in an academy, school or similar.</p> <p>Considerable experience of using a recognised commercial accounts package including control account reconciliation and the identification and correction of errors.</p> <p>Experience of audit, audit expectations and implementing post-audit action plans.</p> <p>Experience of delivering training and support to other users of financial systems and processes.</p> <p>Experience of working within a busy office environment.</p> <p>Experience of using ICT systems for the management of financial information.</p> <p>Experience of working within a team.</p>	<p>Experience of using Sage 2000 For Education.</p> <p>Experience of writing financial reports based on the I&E and commenting on the financial position of an organisation.</p>	<ul style="list-style-type: none"> • Application form • Selection process
Initiative	<p>Ability to prioritise work and plan to meet financial deadlines.</p> <p>Ability to work under pressure and deal effectively with conflicting priorities.</p>		<ul style="list-style-type: none"> • Application form • Selection process • References
Circumstances	Knowledge and understanding of safeguarding in schools.		<ul style="list-style-type: none"> • Application form • Interview

	Understanding of the importance of confidentiality and working in a discrete manner where appropriate. Flexible approach to work or additional time if demand dictates.		
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