

PERSON SPECIFICATION

Heading	Detail	Requirements
Qualifications & Experience	Specific qualifications & experience	Educated to degree level in a finance related discipline / CCAB qualification Evidence of further training in accountancy and finance. Experience of leading and managing budgets.
	Knowledge of relevant policies and procedures	Understanding of accountancy and professional codes of practice. Advanced knowledge of statutory requirements and funding strategies regarding the Education sector. Able to introduce and maintain effective and robust financial procedures.
	Literacy	Strong GCSE in English alongside graduate / post graduate experience
	Numeracy	Strong GCSE in Maths alongside graduate / post graduate experience.
	Technology	Ability to use IT packages to develop role effectiveness e.g., excel, Teams, Sage
Communication	Written/Verbal	Strong interpersonal skills and the ability to communicate clearly and effectively at all levels including colleagues, Headteachers, Trustees and Central Staff Able to explain complex financial issues in a simple way. Confident in challenging opposing views through presentation of strong arguments.
Working with others	Relationships	Ability to form appropriate and productive relationships with relevant groups –colleagues, governors, staff etc.
	Team work	Lead the work of other ensuring high standards are upheld across the finance function Work effectively as part of a team as well as independently Seek support when required Ability to motivate colleagues.
	Information	Following/giving instructions clearly
Responsibilities	Organisational skills	Self-disciplined and organised Excellent analytical and problem-solving skills. Ability to remain calm under pressure High levels of drive, energy and integrity.
	Time Management	Able to manage own time effectively A willingness to work outside of the timetabled day, where necessary.
	Health & Safety	To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

General	Child Protection	Understand what is mean by safeguarding and the different way in which children can be harmed Understand and comply with children protection procedures
	Equalities	Demonstrate commitment to treating all people fairly
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate commitment to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities

In addition to a candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

1. Motivation to work with children and young people;
2. Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
3. Emotional resilience in working with challenging behaviours; and,
4. Attitudes to use of authority and maintaining discipline.

Any relevant issues arising from a short-listed candidate's references will be taken up at interview or before confirmation of any offer of employment.