



FOUR Cs MULTI ACADEMY TRUST



Person Specification – Trust Senior Finance Officer

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
A minimum of 5 GCSEs at Grade C or equivalent including Mathematics and English.	✓	
Full or part ACCA/CIMA/CIPFA/ACA qualified or relevant finance qualification.		✓
Degree graduate.		✓
EXPERIENCE		
Two to three years' experience in a finance role.	✓	
Payroll experience.	✓	
Maintaining accurate financial records using both manual and electronic systems.	✓	
Overseeing and completing the accounts and budget preparation processes for submission of information to meet deadlines.	✓	
Monitoring spend against budget, identifying variances and recommending remedial action.	✓	
Managing and reporting on budgets of significant financial value.	✓	
Supervisory or management experience.		✓
Experience of the Finance function in the education sector.		✓
Asset management.		✓
Presenting complex issues and financial information to managers who may have little or no financial expertise.		✓
Completing and submitting year end statutory accounts and returns.		✓
SKILLS		
Strong IT skills, including Microsoft Office, (particularly advanced Excel) and accountancy software applications.	✓	
Ability to deal with conflicting priorities and cope with considerable pressure.	✓	
Managing interruptions and conflicting demands and meeting deadlines.	✓	
Budget preparation and analysing budgetary information.	✓	
Checking and auditing payroll, ensuring regulations are met.	✓	
Effective communicator, able to resolve conflict with equanimity.	✓	
Ability to build relationships with colleagues within school and external stakeholders.	✓	
Strategic planning and effective project management.		✓
KNOWLEDGE		
A good working knowledge of financial planning and budget management and the ability to translate these skills into operational and strategic objectives.	✓	
Excellent communication skills, orally and in writing.	✓	
An understanding of the importance of the school within the community and ability to represent the school on and off site.	✓	
Financial budget planning in the education sector.		✓

An understanding of the Department for Education (DfE) financial handbook and systems.		✓
Knowledge of statutory returns as required by DfE and company / charity legislation.		✓
Pay and conditions for teachers and support staff.		✓
Accountancy and Professional Codes of Practice.		✓
DISPOSITION		
Lateral thinking and resilient. Able to stay calm under pressure.	✓	
Accurate, with attention to detail.	✓	
Organised and hardworking, able to prioritise work to meet deadlines.	✓	
A team player, with good interpersonal skills, a sense of humour and a flexible approach. Able to work independently or as part of a team.	✓	
Reliable, trustworthy, honest, discrete and confidential.	✓	
Committed to and aware of collective responsibility.	✓	
A commitment to working within the Trust ethos and within regulations of public bodies.	✓	
Willing to participate in further training.	✓	
Present a positive personal image.	✓	

The Four Cs Academy Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.