

Person Specification Trust Finance Officer

Area	Essential requirements:	Desirable requirements:
Qualifications	<ul style="list-style-type: none"> • Good general education, with GCSEs or equivalent in English and maths (A-C / 9-4) • Full or part-qualified accountant or school business manager qualified or working towards or relevant experience 	<ul style="list-style-type: none"> • Degree
Specific Knowledge and Experience	<ul style="list-style-type: none"> • Experience of using an accounts package for general accounting, including producing accounts and management reports • Experience of financial operations • Expert knowledge of financial management • Experience of budget management within significant value budgets (approximately £5 million) 	<ul style="list-style-type: none"> • Experience of HCSS software • Academy/school finance experience/ knowledge • Experience of payroll administration in an education setting
Skills	<ul style="list-style-type: none"> • Accuracy in reporting detailed financial information, combined with skill at providing clear written commentary and explanation • Ability to prioritise workload in order to meet deadlines, whilst dealing with a number of projects simultaneously • Excellent written, verbal and interpersonal communication skills • Good working IT skills, particularly Excel and computerised accounting/finance systems • Highly organised, maintaining accurate records and processes to ensure compliance with relevant legislation • Ability to build effective working relationships with staff and other stakeholders • Ability to use own initiative and consider solutions to problems as they arise. 	<ul style="list-style-type: none"> • Line management experience
Personal Characteristics (Behaviours)	<ul style="list-style-type: none"> • A self-starter, who is comfortable working with limited day-to-day supervision • Flexible, proactive and able to work under pressure • Ability to provide a 'joined up' approach in the delivery of service • Positive attitude 	
Additional requirements	<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required • A commitment to the trust's ethos and values 	