

## Personal Specification: Financial Accountant/Finance Manager

	Essential	Desirable	Source
<b>Education and Qualifications</b>			
Accountancy Qualification e.g. ACCA, ACAEW, CIPFA	✓		A
Good general level of education with GCSE or equivalent in English and Mathematics – literate and numerate	✓		A
Willingness and ability to undertake further training, development and qualifications	✓		A I
<b>Experience</b>			
Leadership and management experience	✓		A I R
Experience of financial management and reporting within multi-site working environment	✓		A I
Experience of preparing complex period and year-end financial management reports	✓		A I
Annual budgeting and forecasting experience	✓		A I
Working knowledge of education and/or public sector		✓	A I
Finance systems experience and knowledge		✓	A I
Experience of working within FRS102 accounting standard		✓	A I
Relevant grant and/or fund accounting experience		✓	A I
Experience of project management and finance systems implementation		✓	A I
<b>Skills, Abilities &amp; Competencies</b>			
Excellent organisational & prioritisation skills able to handle multiple tasks to a high standard and deliver work	✓		A I R
Excellent time management skills and ability to remain calm and focussed under pressure	✓		A I
Ability to work in an organised and methodical manner	✓		A I R
Ability to maintain accurate records and controls	✓		A I R
Ability to be flexible and respond effectively to the 'unexpected'	✓		A I
Excellent interpersonal skills with ability to communicate with a range of audiences internally and externally	✓		A I R
Develop and maintain good relationships	✓		A I R
<b>Knowledge &amp; Understanding</b>			
Knowledge of education and/or public sector		✓	A I
An understanding of good financial controls, processes and procedures	✓		A I
Up-to-date knowledge of relevant legislation and guidance in relation to safeguarding within an education setting	✓		A I

A = Application, I = Interview, R = References

Personal Qualities			
	Enthusiasm and personal drive	✓	AIR
	Initiative; common sense and a positive approach	✓	AIR
	Management and organisational skills	✓	AIR
	Ability to work in collaboration with others and improve the work of the team	✓	AIR
	Demonstrate a professional attitude at all times	✓	AIR
	Committed to respecting, upholding and contributing to the Trust's distinctive ethos as a Catholic Trust	✓	AIR
	High standards of professionalism and confidentiality. Values the dignity of every person and is committed to treating everyone with respect.	✓	AIR