



Person Specification

Trust Finance Lead

A – Application Form

I - Interview

1. Qualifications and Experience	Essential	Desirable
Knowledge and experience of accounting procedures to enable the maintenance of school accounts to normal professional standards, including the production of detailed financial reports (A&I)	✓	
Minimum NVQ Level 2 in Maths and English or equivalent (A)	✓	
A financial or other appropriate professional qualification (A)		✓
Good understanding of schools' finances/budgets (A&I)	✓	
Leadership and Management of staff (A&I)	✓	
Advanced proficiency in Microsoft Excel and experience with accounting software and financial management systems. (A&I)	✓	
Strong analytical and problem-solving skills, with attention to detail and accuracy (I)	✓	
Experience of PS Financials Accounting Software (A&I)		✓
2. Communication	Essential	Desirable
Excellent communication, presentation, and interpersonal skills (I)	✓	
Ability to exchange verbal information clearly and sensitively (I)	✓	
Ability to negotiate effectively to achieve best outcomes (I)	✓	
3. Working with children	Essential	Desirable
Basic understanding of the learning experience provided by the school (I)		✓
Basic understanding of the way in which children develop (I)		✓
4. Working with others	Essential	Desirable
Ability to make a proactive contribution to the work of the trust central team (I)	✓	
Ability to establish rapport and respectful and trusting relationships with others (I)	✓	
Ability to make a distinctive contribution to the work of a team (I)	✓	
Contribute to the development and implementation of effective systems to share information (I)	✓	



5. Responsibilities	Essential	Desirable
Excellent organisational skills (I)	✓	
Ability to remain calm under pressure (I)	✓	
Ability to supervise and monitor the work of others (I)	✓	
Ability to manage own time effectively (I)	✓	
Demonstrate a flexible approach (I)	✓	
6. General	Essential	Desirable
Demonstrate a commitment to equality (I)	✓	
Working knowledge and good understanding of Health & Safety (I)		✓
Understand and implement child protection procedures (I)	✓	
Understand procedures and legislation relating to confidentiality (I)	✓	
Be prepared to develop and learn in the role (I)	✓	