



COMPASS EDUCATION TRUST LTD

Person Specification - Trust Business Manager

Category	Essential	Desirable
Application	<ul style="list-style-type: none"> A well-structured application Supporting letter Suitable references 	
Qualifications	<ul style="list-style-type: none"> GCSE A-C or equivalent in Maths GCSE A-C or equivalent in English Professional Accounting qualification (ACCA, AAT, ACA, CIMA or CIPFA) 	<ul style="list-style-type: none"> School Business Manager qualification (ILM)
Experience	<ul style="list-style-type: none"> Finance and budgeting knowledge and experience Previous experience in a similar role Understanding of financial regulations and internal control procedures Intermediate/advance Excel skills Experience using financial software 	<ul style="list-style-type: none"> Currently working in a school Use of Edupay, PSF and BPS desirable (but not essential as training will be given) Previous experience working with SIMs Previous experience working with ParentPay
Professional Development	<ul style="list-style-type: none"> Willingness to undergo training as and when necessary 	
Skills	<ul style="list-style-type: none"> Good organisational skills and able to manage own time effectively Ability to communicate clearly and sensitively in writing and orally to a variety of audiences Ability to produce accurate work to tight deadlines under pressure 	
Special Knowledge	<ul style="list-style-type: none"> Good to excellent IT skills including Microsoft excel and experience of using accounting / financial software An understanding of monthly management accounts An understanding of VAT calculations on invoices 	<ul style="list-style-type: none"> Understand and implement safeguarding procedures (training will be given)
Personal Attributes	<ul style="list-style-type: none"> Flexibility on working pattern over the Trust schools 	

CEO: Mr Ahson Mohammed

The 'Compass Education Trust Limited' is a charitable company limited by guarantee.

Registered company no: 07666213. Registered office: The Billericay School, School Road, Billericay, CM12 9LH