



**The Family of Learning Trust**  
**Internal Auditor/Management Accountant**  
**Scale: PO5-8, spinal column points 31 to 34**  
**Person Specification**

	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>1. Knowledge and skills (including any relevant or required qualifications)</b>	<p>Accountancy qualification to at least AAT level 5, ACCA, ACA or equivalent.</p> <p>Proven track record of working in the financial/ accountancy field.</p> <p>High competency in IT skills, including Microsoft Office applications including Word, Excel and PowerPoint.</p> <p>Knowledge of Financial Systems in a medium to large size organisation.</p> <p>Knowledge of company accounts, preparing accounts, notes to accountants and company legislation.</p> <p>Knowledge of internal controls.</p>	<p>Degree level qualification or Accountancy qualification preferably a qualified accountant.</p> <p>Either accountancy trained or educational finance background.</p> <p>Auditor experience with an accountancy firm.</p> <p>Able to prepare a set of accounts and carry out detailed internal controls audits.</p>	<p>Application Form</p> <p>Interview</p>
<b>2. Personal Development and Additional Learning</b>	<p>Shows commitment to own self development, demonstrated by an active record of CPD.</p> <p>Willing to participate in further training and development activities.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>



	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>3. Experience</b>	<p>Extensive experience of working in a finance environment at a medium sized company/accountancy firm or school.</p> <p>Experience of working as part of a team and building strong relationships within the team.</p>	<p>Experience of using a variety of computer systems (ideally PS Financials).</p> <p>Experience of working in a school/education environment.</p>	<p>Application Form</p> <p>Selection Process</p>
<b>4. Initiative</b>	<p>Ability to smoothly handle multiple demands, shifting priorities and change.</p> <p>Ability to identify opportunities to improve effectiveness and efficiency of systems and to recommend these to line manager.</p> <p>Able to work on own initiative.</p> <p>Flexible, with an open mind to approaching work related issues.</p> <p>Ability to work under pressure.</p> <p>Able to work to and meet strict deadlines.</p>		<p>Application Form</p> <p>Selection Process</p> <p>References</p>
<b>5. Circumstances</b>	<p>Understands the importance of confidentiality and work in a discreet manner where appropriate.</p> <p>Able to travel between multiple working sites.</p> <p>Able to work at times outside core school hours, eg to attend governors/trustees meetings.</p>	<p>Positive attitude to working with all stakeholders.</p>	<p>Application form</p> <p>Interview</p>