



Person Specification: Trust Accountant

March 2023

Attributes	Essential	Desirable	How Identified
Knowledge and Skills, Qualifications/Training/Competences Including any relevant or required qualifications	<p>Qualified or part-qualified accountant or AAT Level 4 Advanced Diploma.</p> <p>Educated to GCSE standard or equivalent with a minimum A-C in English and Maths.</p> <p>Knowledge of and ability to set, revise and flex budgets of over £1 million in a medium sized organisation of over 30 staff.</p> <p>Ability to perform account reconciliations and identify and resolve routine errors.</p> <p>Ability to produce and interpret finance reports e.g. monthly management accounts accurately and within strict deadlines.</p> <p>Ability to identify and make periodic accounting adjustments such as pre-payments, accruals, deferred income and accrued income.</p> <p>Knowledge of the principles and application of Best Value, Value for Money and propriety and probity in the public sector.</p> <p>Excellent numeracy and literacy.</p> <p>Ability to work as part of a team.</p>	<p>Knowledge of financial reporting and making statutory returns to funding bodies and regulators e.g. ESFA, Companies House etc.</p>	<ul style="list-style-type: none"> • Application form • Interview
Personal Development and Additional Learning	<p>Excellent interpersonal skills and the ability to develop and liaise with colleagues and external agencies.</p>		<ul style="list-style-type: none"> • Application form • Interview • References

	Show a commitment to the professional development of self and other team members.		
Experience	<p>Experience in setting, monitoring and reporting on budgets in a medium sized organisation with a turnover of over £1 million.</p> <p>Experience of financial management and budget monitoring in an academy, school or similar.</p> <p>Considerable experience of using a recognised commercial accounts package including control account reconciliation and the identification and correction of errors.</p> <p>Experience of audit, audit expectations and implementing post-audit action plans.</p> <p>Experience of delivering training and support to other users of financial systems and processes.</p> <p>Experience of working within a busy office environment.</p> <p>Experience of using ICT systems for the management of financial information.</p> <p>Experience of working within a team.</p>	<p>Experience of using Sage 2000 For Education.</p> <p>Experience of writing financial reports based on the I&E and commenting on the financial position of an organisation.</p>	<ul style="list-style-type: none"> • Application form • Selection process
Initiative	<p>Ability to prioritise work and plan to meet financial deadlines.</p> <p>Ability to work under pressure and deal effectively with conflicting priorities.</p>		<ul style="list-style-type: none"> • Application form • Selection process • References
Circumstances	Knowledge and understanding of safeguarding in schools.		<ul style="list-style-type: none"> • Application form • Interview

	Understanding of the importance of confidentiality and working in a discrete manner where appropriate. Flexible approach to work or additional time if demand dictates.		
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