

## Person Specification

### Trust Finance Manager

Ref	Criteria	E/D	A	I	C	R
<b>Education, Qualifications and Professional Development</b>						
Q1	A minimum of GCSE Maths and English Grade C or above (or equivalent)	E	✓	✓	✓	✓
Q2	A recognized Accountancy qualification (AAT, ACCA, ACA), Accountancy degree or relevant experience	E	✓	✓	✓	✓
<b>Professional Experience</b>						
Evidence of:						
P1	Full and up to date knowledge of best practice in the Financial field	E	✓	✓		✓
P2	Experience of financial management at a high level	E	✓	✓		✓
P3	Experience of statutory accounts preparation and establishing financial systems in an organisation	E	✓	✓		✓
P4	Experience of financial management within or supporting schools/academies	E	✓	✓		✓
P5	Effective report preparation and recording skills	E	✓	✓		✓
<b>Professional skills and knowledge</b>						
Candidates will have:						
S1	Good administration and organisational skills	E	✓	✓		✓
S2	Excellent communication and interpersonal skills	E	✓	✓		✓
S3	Strong team skills and awareness	E	✓	✓		✓
S4	Able to work independently as well as being an effective team member	E	✓	✓		✓
S5	Ability and enthusiasm to work jointly with team colleagues across a range of disciplines	E	✓	✓		
S6	Strong ICT skills with an understanding of a range of finance packages	E	✓	✓		✓
S7	Excellent attention to detail with a high level of accuracy	E	✓	✓		✓
S8	Effective report preparation and recording skills	E	✓	✓		✓
S9	Ability to analyse, interpret and present data	E	✓	✓		✓
S10	Ability to work under pressure and to deadlines	E	✓	✓		✓
S11	Commitment to own and team learning and development	E	✓	✓		✓
S12	Maintain a high level of confidentiality and discretion at all times	E	✓	✓		✓
S13	Experience of line managing people	D	✓	✓		✓
S14	Experience of developing strong working relationships with a range of stakeholders	D	✓	✓		✓