

	Essential	Desirable	Method of Assessment
Qualifications	- GCSE A*- C in Maths and English (or equivalent). - AAT Level 4 qualification or equivalent.	- Accountancy qualification (ACA, ACCA, CIPFA, CIMA or equivalent) or working towards. - Evidence of continuing professional development in financial management and education finance.	Application Form Certificates
Experience and knowledge	- Significant experience in a finance or accounting role - Experience of budget preparation, monitoring and forecasting. - Experience of producing management accounts and financial reports. - Experience of financial systems and accounting software. - Experience of managing financial controls and reconciliations. - Experience of supervising or mentoring finance staff. - Experience of working with a range of stakeholders and presenting financial information to non-financial audiences. - Sound understanding of accounting principles and financial management. - Understanding of financial controls, risk management and internal audit requirements. - Excellent knowledge of Microsoft Excel and financial reporting tools. - Understanding of data protection and confidentiality requirements.	- Experience working within the education sector, academy trust, school, public sector or charity environment. - Experience of MAT finance operations across multiple sites. - Experience of year-end accounts preparation and audit processes. - Experience of procurement and contract management. - Experience of implementing financial systems or process improvements. - Knowledge of the Academy Trust Handbook and DfE regulations. - Understanding of DfE funding arrangements and academy finance regulations. - Knowledge of VAT, procurement regulations and charity accounting requirements. - Awareness of payroll processes and pension schemes.	Application Form Work Related Task Interview References
Skills and attributes	Strong analytical and problem-solving skills.	Advanced financial modelling skills.	Application Form

	• Ability to interpret complex financial information and present it clearly. • Excellent attention to detail and accuracy. • Ability to prioritise workloads and meet deadlines. • Strong organisational and project management skills. • Excellent written and verbal communication skills. • High level of proficiency in Microsoft software including Excel, including formulas, pivot tables and data analysis. • Ability to build effective relationships with school leaders and external stakeholders. • Ability to work independently, managing own workload and that of the finance team. • Ability to motivate and develop staff. • Able to contribute effectively to trust teams. • Integrity, professionalism and discretion. • Commitment to high standards of financial governance. • Proactive and solution-focused approach. • Resilient and adaptable in a changing environment. • Commitment to continuous improvement. • Ability to maintain confidentiality and handle sensitive information appropriately. • Strong customer service ethos and collaborative working style. • Commitment to the values and vision of the trust.	• Experience using MAT finance systems such as IRIS (PS Financials), Access Education Finance, Sage, Civica or IRIS. • Experience of developing dashboards and management information reports. • Enthusiasm for supporting educational outcomes through effective financial management.	Interview References
Specific Requirements	• Able to work across academies within the trust and ability to travel between trust sites independently. • Willingness to participate in training and personal development programmes. • Able to promote the schools and the trust directly and through modelling high standards. • Able to maintain a positive attitude and demeanour when working to deadlines or under time pressure.		Application Form Interview References

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| | <ul style="list-style-type: none">• Enthusiasm for supporting educational outcomes through effective financial administration. | | |
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