

PERSON SPECIFICATION

JOB TITLE: Trust Accounting Manager Band 12

| Essential upon appointment | Desirable on appointment (if not attained, development may be provided for successful candidate) |
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| <p>Knowledge</p> <ul style="list-style-type: none"> • Extensive knowledge of finances, including production and management of budgets • Knowledge of financial administrative systems and IT packages, including Microsoft Office • Extensive knowledge of financial regulations • Knowledge of education finance funding • Knowledge of tender processes • Knowledge of bid and grant applications | <ul style="list-style-type: none"> • Knowledge of H&S legislation and employment legislation |
| <p>Experience</p> <ul style="list-style-type: none"> • Substantial experience of working in a finance role including experience of producing and managing budgets • Experience of managing financial accounts using financial systems • Budget management experience • Experience of project management • Experience of managing people • Significant experience of working with spreadsheets • Experience of using databases | <ul style="list-style-type: none"> • Experience of financial profiling • Experience of internal auditing • Experience of premises/site management |
| <p>Occupational Skills</p> <ul style="list-style-type: none"> • Ability to manage an organised and effective record system | |

| Essential upon appointment | Desirable on appointment (if not attained, development may be provided for successful candidate) |
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| <ul style="list-style-type: none"> • Advanced analytical and problem solving skills • Report writing skills • ICT skills • Negotiation skills • Budget Management Skills • Attention to detail, neatness and accuracy • Organisational and time management skills • Ability to work as part of a team • Confidentiality • Leadership skills • Ability to use the keyboard with speed and accuracy • Ability to work without close supervision • Ability to present information in a logical, clear and concise format and communicate this effectively both verbally and in writing | |
| <p>Qualifications</p> <ul style="list-style-type: none"> • Level 4 qualification in a finance field or equivalent to evidence excellent numeracy skills & knowledge of financial procedures • Business and/or financial qualification | <ul style="list-style-type: none"> • Accountancy qualification |
| <p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • To be committed to the Trust's policies and ethos • To be committed to Continual Professional Development • Willingness to attend governing body meetings in the evening, as required | |
| <p>Equal Opportunities</p> <ul style="list-style-type: none"> • To assist in ensuring that STAR MAT's equalities policies are considered within the Trust's working practices in terms of both employment and service delivery. | |

NB – Assessment criteria for recruitment will be notified separately.

April 2019