

Person Specification

Finance Management Accountant

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People and requires all staff and volunteers to share this commitment.

Responsible to	Trust Finance Director
Grade	7 £32,234 - £38,890 per annum
Hours	Full time (37 hours a week) All year round
Location	Based at Keresley Newland Primary Academy with a requirement to travel to undertake work at or for schools across the Trust

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> • Educated to degree level upper second or first class or equivalent experience • AAT qualified with current membership • GCSE's grade C or above in Maths and English or equivalent • Full driving licence and own transport 		Application Form Certificates / membership number / licence
Skills and Abilities	<ul style="list-style-type: none"> • Able to follow the school's safeguarding procedures and recognise when to report any concerns • Able to maintain the highest levels of confidentiality and data security • Can prioritise and work well under pressure; meeting strict deadlines and exercising attention to detail • A thorough understanding of Management Accounts, Treasury Management, procedures and controls and an ability to identify and mitigate financial risk 		Application Form / Interview / Test

Skills and Abilities Continued	<ul style="list-style-type: none"> • A thorough understanding of VAT, PAYE and NIC for HMRC requirements, with an ability to represent the trust at regulatory level • Excellent analytical and numerical abilities, along with problem solving and critical thinking skills • Able to use initiative and creativity when identifying situations/ future demands • Excellent oral and written communication skills • Able to clearly present and explain complex financial information • Able to quality assure the work of others and consistently produce high quality accurate work • Able to use ICT systems to ensure the efficient and effective running of the finance function • Able to work as an effective team member at the levels of the finance function, individual schools and the Trust • Able to plan for the efficient and effective use of available resources • Able to manage, motivate and develop colleagues • Able to contribute to the development and maintenance of Finance policies and procedures 		Application Form / Interview / Test
Experience	<ul style="list-style-type: none"> • Minimum 2 years of experience in an accounting, or finance environment 	<ul style="list-style-type: none"> • Working a school/ academy context • Working with the Xero system 	Application Form / Interview / Test

Experience Continued	<ul style="list-style-type: none"> • Experience of preparing management reports using accounting packages • Experience of undertaking bank reconciliations and cash flow forecasting • Experience of preparing variance analyses, with commentary summaries • Financial systems administration to develop financial systems and policies • Experience of working with management teams, to assist with financial decisions and ensure compliance with financial governance 		Application Form / Interview / Test
Knowledge and understanding	<ul style="list-style-type: none"> • Microsoft Outlook and Office Suite • General Ledger accounting expertise for management reporting • Understanding of fundamental accounting principles and concepts • Banking processes and procedures • BACS processing • Fraud controls and procedures 	<ul style="list-style-type: none"> • The Academies Financial Handbook • The financial challenges facing education 	Application Form / Interview / Test
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. • Able to work calmly under pressure and withstand stress 		Application Form / Interview



	<ul style="list-style-type: none">• Able to work flexibly, and to attend meetings including some evening Governing Body meetings as required		
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Person specification reviewed by: Elaine Hart, Head of Financial Projects

Date: July 2021