



BISHOP CHADWICK CATHOLIC EDUCATION TRUST

PERSON SPECIFICATION

POST TITLE: Management Accountant

GRADE: SCP25 - SCP 28

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> GCSE Grade C/Level 4 or above in English & Mathematics Professional accountancy related body qualification – part or fully qualified. (CIMA/ACCA/ACA/CIPFA) 		<ul style="list-style-type: none"> Application Form Certificates
Work Experience	<ul style="list-style-type: none"> Experience of working in a professional setting Experience of IT packages including word, excel and management information systems 	<ul style="list-style-type: none"> Experience of report writing/data analysis 	<ul style="list-style-type: none"> Application Form Selection/ Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Commitment to developing knowledge and skills across related services Ability to work proactively with a confident approach Excellent interpersonal skills with ability to challenge while using tact and diplomacy Excellent organisational skills Ability to use initiative appropriately Ability to work quickly and accurately to deadlines IT Literate, capable of using MS word/excel and office packages and financial management information systems. 	<ul style="list-style-type: none"> Knowledge of the education funding landscape. Knowledge of the Academy Trust Handbook. Experience of PS Financials (Iris). 	<ul style="list-style-type: none"> Selection/ Interview References
Additional	<ul style="list-style-type: none"> Ability to work flexibly according to the needs of the Trust, including attendance at Trust/ Governing Body meetings supporting the smooth and effective running of the Trust Prepared to support the Catholic Ethos of the Trust 		<ul style="list-style-type: none"> Interview References Presentation or assessment

	<ul style="list-style-type: none"> • Self-motivated • Willingness to participate in in training and development opportunities 		
Circumstances	<ul style="list-style-type: none"> • Adaptability/flexibility • Enhanced clearance from the Disclosure and Barring Service • Willing to participate in further training 		<ul style="list-style-type: none"> • Interview • Enhanced DBS Check