

## PERSON SPECIFICATION

<b>JOB TITLE</b>	Interim Chief Accountant (9-Month Fixed Term Contract)
<b>DEPARTMENT</b>	Bursary
<b>SECTION</b>	Whole School
<b>LINE MANAGER</b>	Warden

The successful candidate will be required to fulfil all duties as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS &amp; EXPERIENCE</b>		
Fully qualified accountant (ACA, ACCA, CIMA or equivalent).	√	
Significant experience in a senior finance role, ideally within the education, charity or not-for-profit sector.	√	
Strong experience managing payroll, pensions administration and statutory returns.	√	
Proven track record of preparing year-end accounts and liaising with external auditors.	√	
Experience of balance sheet reconciliations and maintaining robust financial controls.	√	
Line management experience with the ability to lead and develop staff.	√	
Strong understanding of UK financial and regulatory compliance requirements.	√	
<b>SKILLS &amp; ATTRIBUTES</b>		
Experience within the independent school sector.		√
Knowledge of Teachers' Pension Scheme and school staff pension schemes.		√
Experience supporting system implementations or finance transformation projects.		√
High level of accuracy and attention to detail.		√
Strong organisational skills with the ability to manage multiple deadlines.		√
Clear communicator, capable of engaging effectively with senior leadership and external stakeholders.		√
Professional discretion and the ability to handle confidential information sensitively.		√