



FOUR Cs MULTI ACADEMY TRUST



Person Specification – MAT Finance Officer

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
A minimum of 5 GCSEs at Grade C or equivalent including Mathematics and English	✓	
EXPERIENCE		
Ability to deal with individuals and foster positive relations	✓	
Able to react to situations professionally and personably	✓	
Well organised and proactive	✓	
ICT - Microsoft Office experience particularly advanced Excel	✓	
Enhanced DBS	✓	
Understanding of school environment		✓
SKILLS		
Accuracy at all levels.	✓	
Excellent numeracy skills	✓	
Confidentiality	✓	
Excellent communication skills in English at all levels	✓	
Excellent time management	✓	
Ability to manage multiple tasks and prioritise effectively to meet deadlines	✓	
Interest in student welfare		✓
KNOWLEDGE		
Accounting principles – relevant experience	✓	
Advanced Excel		✓
Experience with financial packages	✓	
Completed or studying a relevant financial qualification		✓
DISPOSITION		
Using Initiative	✓	
Team player	✓	
Excellent interpersonal skills	✓	
Flexibility	✓	
Enjoys a challenge	✓	
Sense of humour		✓

The Four Cs Academy Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.