
Person Specification – Financial Controller

| | | Essential | Desirable |
|--------------------------------------|---|-------------|------------------|
| Qualifications | Educated to A-level (or equivalent) Higher or Further education Recognised UK accounting qualification including a university degree | ✓ ✓ ✓ | |
| Professional Experience | Experience gained in a financial management role Experience of working with Xero Experience of working with Parentpay Experience gained working in a School environment Staff management experience | ✓ | ✓ ✓ ✓ ✓ |
| Professional Competencies and Skills | Strong administrative skills Able to use a range of standard ICT packages to a high standard Knowledge of VAT returns and calculations | ✓ ✓ ✓ | |
| People Management Skills | Effective communicator with children, staff and parents An effective team player, working with colleagues collaboratively | ✓ ✓ | |

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|-----------------------|--|---|---|
| Personal Qualities | Flexibility and adaptability | ✓ | |
| | Excellent accuracy and attention to detail | ✓ | |
| | High level of confidentiality, discretion and tact | ✓ | |
| | Ability to prioritise tasks and organise time effectively | ✓ | |
| | Ability to work to strict deadlines | ✓ | |
| | Willingness to contribute to the wider life of the Trust. | ✓ | |
| Safeguarding Children | Knowledge of safeguarding children legislation and good practice | | ✓ |
| | Appropriate motivation for working with children (one which values each child and shows concern for their personal safety and wellbeing) | ✓ | |